

SECONDARY RFP

**Development of an Integrated Water Quality Management Strategy
For Lake Tahoe Basin**

and

**Water Quality Trading Feasibility Study and System Design
Options For Lake Tahoe Basin**

California Regional Water Quality Control Board (CRWQCB)
Lahontan Region

(Insert Date)

[Insert Proposer's Name]

[Insert Proposer's Street Address]

[Insert City, State, and Zip Code]

Notice to Prospective Proposers

You are invited to review and respond to this Request for Proposal (RFP) Number 05-170-160-0 for a project entitled "Development of an Integrated Water Quality Management Strategy For Lake Tahoe Basin" (Project 1), and RFP Number 05-170-161-0 for a project entitled "Water Quality Trading Feasibility Study and System Design Options For Lake Tahoe Basin" (Project 2). This RFP is for two separate projects and Proposers who wish to submit proposals for both projects should submit separate, independent proposals for each. In submitting your proposal(s), you must comply with the instructions found herein.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at the following Internet site: <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>. If you do not have Internet access, a hard copy can be obtained by contacting the person signing this letter.

If a discrepancy occurs between the information appearing in the advertisement placed in the California State Contracts Register and the information herein, the information in this notice and in the RFP shall take precedence.

I. Proposal Submission Deadline

Regardless of postmark or method of delivery, the CRWQCB, Lahontan Region must receive proposal packages no later than **4:00 p.m. on November 15, 2005**. Refer to the attached RFP for detailed submission requirements.

II. Disabled Veteran Business Enterprise (DVBE) participation requirements

California Law requires Disabled Veteran Business Enterprise (DVBE) participation and/or performance of a good faith effort (GFE) to meet these requirements. CRWQCB, Lahontan Region policies require DVBE participation on all contracts exceeding \$10,000. You may need four weeks or more to complete this process; therefore, you should begin this process promptly. Out-of-state firms must comply with California's DVBE participation requirements.

III. Funding Limit

The total costs of all tasks cannot exceed \$ 1,399,633 for Project 1 and \$ 551,614 for Project 2.

Funding for each state fiscal year is subject to an annual appropriation by the State Legislature or Congress. If full funding does not become available, CRWQCB, Lahontan Region will cancel the resulting agreement or amend it to reflect reduced funding and reduced activities. Continuation beyond the first state fiscal year is also subject to the contractor's successful performance. Without prior CRWQCB, Lahontan Region authorization, you may not expend funds set aside for one budget period in a subsequent budget period.

IV. Proposer Questions and Pre-Bid Conference

In the opinion of the CRWQCB, Lahontan Region, this Request for Proposal is complete and without need of explanation. However, if you have questions or need clarifying information, put all inquiries in writing and mail or fax them to CRWQCB, Lahontan Region according to the instructions in the RFP section entitled, "Proposer Questions."

CRWQCB, Lahontan Region will hold a voluntary pre-bid conference to receive and address written and/or verbal questions from Proposers on October 20, 2005 from 1:00 PM to 5:00 PM, in the Conference Room of the CRWQCB, Lahontan Region Office at 2501 Lake Tahoe Boulevard, South Lake Tahoe, CA 96150. If questions are submitted in writing, they will be read aloud and responded to at the conference or in writing by October 28, 2005. After the conference, CRWQCB, Lahontan Region will summarize all general questions and issues raised before and during the conference and mail or fax the summary and responses to all persons who received this RFP and to those who attended/participated in the conference.

Thank you for your interest in CRWQCB, Lahontan Region service needs.

Sincerely,

Mr. Doug Smith
California Regional Water Quality Control Board,
Lahontan Region

Attachment

Request for Proposal Number 05-170-160-0

Project 1: Development Of An Integrated Water Quality Management Strategy For Lake Tahoe Basin

and

Request for Proposal Number 05-171-160-0

Project 2: Water Quality Trading Feasibility Study and System Design Options For Lake Tahoe Basin

California Regional Water Quality Control Board (CRWQCB)
Lahontan Region
2501 Lake Tahoe Boulevard
South Lake Tahoe, CA 96150

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Attachment 2	Required Attachment / Certification Checklist
Attachment 3	Client References

Attachment #	Attachment Name
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Attachment 5	CCC 304 - Certification
Attachment 6	Payee Data Record
Attachment 7	Follow-on Consultant Contract Disclosure
Attachment 8	DVBE Instructions / Forms with Attachment 8a, Actual DVBE Participation and Attachment 8b, Good Faith Effort
Attachment 9	Target Area Contract Preference Act (TACPA) Request
Attachment 10	Enterprise Zone Act (EZA) Preference Request
Attachment 11	Work Plan
Attachment 12	Cost Proposal form
Attachment 13	Budget Detail Work Sheet (Year 1)
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S. Sample Contract Forms / Exhibits

Exhibit #	Exhibit Name
Exhibit A1	Standard Agreement (Std. Form 213)
Exhibit A	Scope of Work
Exhibit B	Budget Detail and Payment Provisions
Exhibit C – View on-line.	General Terms and Conditions (GTC 304). View or download at this Internet site: http://www.ols.dgs.ca.gov/Standard+Language/default.htm
Exhibit D	Special Terms and Conditions

A. Purpose and Description of Projects

1. Purpose

The California Regional Water Quality Control Board, Lahontan Region (Regional Board), is charged with protecting water quality in the California portion of water bodies east of the Sierra Nevada crest. It is the lead agency for implementation of both the State Porter-Cologne Water Quality Control Act and the federal Clean Water Act. Since 2001, the Regional Board and the Nevada Division of Environmental Protection have initiated development of a Total Maximum Daily Load (TMDL) for fine sediment and nutrients to restore Lake Tahoe's historic clarity, which has declined by about one third in the past thirty-five years.

2. Description of Projects

The Regional Board is soliciting proposals for two projects to be funded under the Southern Nevada Public Lands Management Act (SNPLMA) and the Targeted Watershed Grants Program. The purpose of these projects is to: 1) develop an integrated water quality management strategy to determine the pollutant load reduction potential within the Lake Tahoe Basin, develop load allocations to achieve the total maximum daily load that restores Lake Tahoe clarity, and develop a system to track load reductions over time; and 2) evaluate the potential for water quality trading in the Lake Tahoe Basin and, if feasible, establish a strategy for implementation.

a. Project 1: Development of an Integrated Water Quality Management Strategy:

Many different source categories and associated land-use impacts are contributing to the total pollutant load to Lake Tahoe. Identification of total needed pollutant load reductions will require the development of a methodology to address the integrative effect of these sources, their relative magnitude, feasibility of pollutant control, and the lake's ability to respond to these various pollutant loads. This project will be integrated with ongoing and recently completed research and modeling efforts to formulate and evaluate management options, enabling decision-makers to select a preferred approach upon which pollutant load allocations may be based and a TMDL Implementation Plan developed.

The following overview describes four essential components of Phase 2 of the Lake Tahoe TMDL that are included in this RFP: development of the Integrated Water Quality Management Strategy (IWQMS); development of a Load Reduction Matrix that will be a critical part of developing the IWQMS and that will continue to perform an on-going planning function during TMDL implementation; development of TMDL load allocations; and development of a load reduction tracking system.

The IWQMS will apply the models, source-specific loading studies, and pollution control project effectiveness estimates developed for the TMDL to the evaluation of long-term benefit to lake clarity. The IWQMS will evaluate the feasibility of various pollutant load reduction opportunities for each major source category. Technical working groups consisting of topic experts to be funded by the contractors, agency personnel, and stakeholders will focus on each major source category including atmospheric deposition, ground water, upland sources, and stream channel erosion (all of which should be considered separately but may in practice be addressed by one group); and future growth potential (which must be considered by each source-specific group and may initially be determined by separate planning groups composed of representatives of local jurisdictions). The Source Category Groups (SCGs) will be tasked with developing basin-wide pollutant load reduction estimates resulting from identified control measures to estimate the maximum feasible load reduction (MFLR) achievable for each source category.

The general equation describing the relationship between the work of the SCGs, to determine the achievable change (or Δ) in loading from each source, and the total required load reduction as presented in the Technical TMDL, is as follows:

$$\Delta(\text{Upland Sources}) + \Delta(\text{Stream Channel Erosion}) + \Delta(\text{Ground Water}) + \Delta(\text{Air Deposition}) + \Delta(\text{Future Growth Potential}) = \text{Total Required Load Reduction.}$$

A source category integration committee (SCIC) will review the MFLR evaluation performed by each SCG. The principal functions of this committee will be maintaining consistency between source groups, providing assurance that the overall load reductions needed to attain the TMDL are being achieved, and assuring that an adequate range of opportunities were evaluated during group determination of the MFLR. It is anticipated that the SCIC will also act as a project management team for strategy development. If possible, the committee will develop several different alternative strategies based upon the MFLR evaluation for each source category group. Strategies developed by this committee will be provided for consideration by the Pathway 2007 Forum (a multi-interest stakeholder group). It is expected that this input will result in modifications to the strategies prior to review by Pathway 2007 agencies (Tahoe Regional Planning Agency, Nevada Division of Environmental Protection, Lahontan Regional Water Quality Control Board, U.S. Forest Service's Lake Tahoe Basin Management Unit) and selection of the preferred alternative. Once the IWQMS is complete, it will form the basis for development of appropriate programs, regulations and indicators, as needed, to implement the strategy and achieve lake clarity objectives.

A primary product of this process will be a spreadsheet model or matrix of load reduction opportunities for each major source category and pollutant of concern. This Load Reduction Matrix will include innovative approaches for achieving the required load reduction in each category. The matrix will be developed iteratively in order to inform the IWQMS and load allocation, and is anticipated to become an integral part of the TMDL Implementation Tool Box and a Basin-wide Environmental Management System.

Load allocations are a required component of a TMDL that provide for the distribution of allowable pollutant loading among various sources and responsible entities. The objective of this task is to develop recommendations for the allocation of loads (or needed load reductions) among the responsible entities, while accounting for uncertainties and future growth. There are numerous approaches to establishing load allocations to meet required pollutant load reductions. Under a separate contract and project funded by NDEP, a Load Allocations Options Analysis will be delivered that will serve as the basis for educating and informing the stakeholder community and decision makers on the various methods by which loads could be allocated. These include, e.g. equal percent reductions for all sources; spatially variable reductions based on region, major watershed or subwatershed; or land use-specific reductions, among others. The Options Analysis will identify the potential benefits and drawbacks of each allocation option. Based on the Options Analysis, work completed as part of this funding, and Pathway 2007 input, a preferred strategy will be selected that will provide the basis for the load allocations component of the TMDL.

In order to implement the Lake Tahoe TMDL, it is necessary to develop a system to track load reductions and associated credits over time. The final component of this project will be to develop a tracking system that is compatible with existing Lake Tahoe Basin information management technologies.

A summary of project products is as follows:

- A Load Reduction Matrix that contains and evaluates all appropriate load reduction approaches and opportunities within Lake Tahoe Basin, to be used as a decision tool;

- Development by Source Category Groups of the Maximum Feasible Load Reduction from each significant pollutant loading source affecting Lake Tahoe,
- Combinations of load reduction measures from each source category that will achieve the necessary total reduction required by the TMDL, or IWQMS,
- Presentation and integration of IWQMS into the Pathway 2007 decision-making process,
- Load allocations based upon the preferred IWQMS and a separately-funded Load Allocations Options Analysis,
- Load reduction tracking system, based on outcomes of the IWQMS and load allocations.

A summary of project tasks and milestones is as follows:

- A) Finalize Process to Develop IWQMS – Based on additional consultation with the selected contractor and with Pathway 2007, the process for developing an IWQMS will be finalized.
- B) Administrative and Technical Support of Source Category Groups and Source Category Integration Committee – This provides the management oversight and logistical support that will enable each SCG to generate a MFLR and the SCIC to develop an IWQMS from them.
- C) Develop Load Reduction Matrix – This will involve the following steps:
 - 1) List BMPs to be evaluated – A list of BMPs and/or BMP types to be evaluated will be developed. Those selected must include a representative suite of both existing and new or innovative BMPs and load reduction measures including programmatic and policy approaches for each major pollutant source category identified in the TMDL including atmospheric deposition, stream channel erosion, urban and forest runoff, and groundwater. This task will build upon work currently underway or previously completed, and will form the foundation for subsequent analysis.
 - 2) Listed BMPs will be entered into a table for purposes of evaluation, based on multiple criteria including effectiveness, cost, constraints, uncertainty, and others. The matrix will be updated throughout the project as information becomes available.
 - 3) Identify opportunities to implement BMPs on a basin-wide scale – Upon selection of BMPs above, perform a basin-wide evaluation of potential for implementation of each BMP considered. This will involve the evaluation of implementation factors such as siting limitations, performance requirements, effectiveness, cost, maintenance needs, sizing requirements, regulatory implications, and other factors identified during the Pathway 2007 process. If appropriate, locations for potential BMP implementation will be represented in a Geographic Information System (GIS) coverage.
 - 4) Develop estimates of BMP effectiveness and a methodology to estimate load reductions resulting from basin-wide implementation – Current and past research on BMP effectiveness and load reduction estimation methodologies will be used to develop estimates of load reductions achievable from selected BMPs. Effectiveness estimates will be developed for BMPs not previously evaluated. These methodologies will be adapted as necessary to provide basin-wide load reduction estimates.
 - 5) Estimate basin-wide pollutant load reduction for identified BMPs – Utilizing the above methodology, complete a basin wide evaluation of load reductions achievable from full implementation of selected BMPs. Certain BMPs and control measures will require the development and application of implementation scenarios.

Present results in matrix format – Results of the above analysis and previous efforts will be presented to resource managers and decision-makers in a matrix and/or spreadsheet format (to be known as a “Load Reduction Matrix”). The Matrix will be used during the Pathway 2007 process for determining pollutant load reductions and allocations. For each source category, a MFLR shall be provided to the SCIC. The results of the above analysis and matrices will be placed on the TIIMS website (<http://www.tiims.org/>) for ease of access and review.

- D) Evaluate alternate IWQMS based on MFLRs provided by each SCG – SCIC will combine MFLRs, or elements thereof, into IWQMSs, and will develop criteria and a method to evaluate and compare the strategies.

- E) Provide alternate IWQMS to Pathway 2007 process for review and comment – The Pathway 2007 process will provide recommendations to decision-makers on how to achieve the TMDL by reducing the major source categories, according to an analysis and evaluation of alternatives.
- F) Determine Load Allocations – Formulate load allocations based upon a preferred IWQMS alternative and an analysis of methods/approaches to allocating loads being developed separately.
- G) Develop Pollutant Load Reduction Tracking System – Develop a system to track and credit load reduction projects that is compatible with existing databases and systems.

Following is a summary of the expected timing of these tasks (excluding report preparation). Tasks A and B above are one-time efforts that must be substantially completed during February through April 2006. Step C.1 will be implemented during May to mid-September 2006, with an initial list of BMPs due in mid-June 2006. Updating the Load Reduction Matrix with new information will occur thereafter, and continuously until May 2007, when the final matrix is due. Steps C.2-C.3 begin simultaneously with C.1, with C.4 beginning somewhat later (September 2006), all of which result in an estimate of basin-wide maximum feasible load reductions by May 2007. This initiates Steps D, to be completed by late June 2007, and E, due by late July 2007. If a preferred IWQMS is identified by Pathway 2007, it shall be transformed into Load Allocations (Step F), again within the Pathway process, by mid-October 2007. Task G follows from IWQMS and additional, related research occurring in 2006, and should be conducted during July-September 2007.

b. Project 2: Water Quality Trading Feasibility Study and System Design Options.

The proposal should describe a study to evaluate the potential for water quality trading (WQT) of fine sediment and nutrient load reductions needed to achieve the Lake Tahoe TMDL and, if feasible, to develop a number of WQT system design options for the basin. This study will evaluate and, if appropriate, will provide the ground rules for creation and operation of a WQT program and shall incorporate the use of customized watershed and lake response models (currently being developed) to link land use, atmospheric deposition, groundwater and stream channel erosion with BMPs that address each of these sources impairing lake clarity. It shall in addition incorporate the results of the above project and the methodologies to estimate load reductions from pollutant control projects that the US Army Corps of Engineers (USACE), Sacramento District, is currently developing.

The USACE-funded work will be used in conjunction with other methodologies identified by the Proposer to create the units of trade for this task. This work will be conducted with a great deal of public participation through the Pathway 2007 process, and in consultation with a Project Advisory Committee. A final report will describe development of the trading program and process, including guidelines and administrative, technical, and policy recommendations. All project tasks are scheduled to occur between late 2006 and August 2007, with a presentation of draft report findings and recommendations to Pathway 2007 in late September 2007 and a final report due at the end of October 2007.

c. Project Management, Administration, Coordination, and Public Participation

The tasks below are applicable to both projects 1 and 2 contained in this RFP.

- 1 Project Oversight: Provide all technical and administrative services as needed for contract completion; monitor, supervise and review all work performed; and coordinate budgeting and scheduling to assure that the contract is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations.

- 2 Quarterly Reports and Invoicing: Ensure that the contract requirements are met through completion of quarterly status reports submitted to the Regional Board Project Representative by the 1st of the month following the end of the calendar quarter (March, June, September, and December) and through regular communication with the Regional Board Project Representative.
- 3 Participation in a large public process to conduct projects 1 and 2 above and development of task products. It is anticipated that this will include attending at least four meetings on the IWQMS project and two meetings on the WQT Feasibility Study project with the Pathway 2007 Forum.
- 4 Contractor will coordinate with ongoing research and projects initiated under both Phases of TMDL development. The work products developed under this scope are expected to be integrated and/or consistent with work products resulting from both phases of TMDL development. This will involve close coordination with TMDL project staff and contractors to assure consistency between efforts.
- 5 Project Data Management: Final Reports shall be formatted in such a way that said information can be downloaded to the Tahoe Integrated Information Management System (TIIMS) within a reasonable time of their completion or upon the request of the CRWQCB, Lahontan Region Project Representative. TIIMS is a web based information source for natural resource management information in the Tahoe Basin (see: <http://www.tiims.org/>).

3. Background and Objectives

Background

The Lake Tahoe Basin

Lake Tahoe is designated an Outstanding National Resource Water (ONRW) because of its extraordinary clarity. However, since 1968, scientists have measured a decline in water clarity at an alarming rate of nearly one foot per year. Population increases, air pollution, erosion, loss of wetlands, and historical sewage disposal (eliminated in 1972), have contributed to lost clarity. Nitrogen, phosphorus and fine sediment from streams, ground water, urban runoff, and atmospheric deposition are causing the loss. Improving Lake Tahoe's clarity is of vital interest to the region's \$1 billion annual economy. In 1997, key stakeholders including federal, state and local governments, and regional business, environmental, and transportation groups created the Lake Tahoe Environmental Improvement Program to accelerate environmental restoration projects as mandated by the 1987 Tahoe Regional Planning Agency (TRPA) Regional Plan. Storm water treatment, erosion control and stream restoration projects have been carried out, but are being implemented without the benefit of (1) systematically quantifying either the anticipated load reduction from these projects or an overall target for required load reduction or (2) an integrated management strategy that affords reasonable assurance water quality objectives will be achieved.

The Lake Tahoe Sediment and Nutrients Total Maximum Daily Load

The Regional Board and NDEP are now collecting information and developing models to quantify existing basin-wide, land-use-specific pollutant loads and the needed reductions to complete a Total Maximum Daily Load (TMDL) for nutrients and sediment inputs to Lake Tahoe. Over 100 individuals from a variety of institutions are involved in the TMDL research program. The program consists of monitoring urban runoff; developing and analyzing statistical relationships between storm water quality and land use; modeling stream channel and upland erosion; quantifying atmospheric deposition and groundwater loading; developing a predictive watershed model; and creating a lake water clarity model to establish the pollutant loads that

will achieve the lake's clarity standards. In addition to the overview below, information on TMDL research projects and on development of the TMDL may be obtained at:
http://www.waterboards.ca.gov/lahontan/TMDL/Tahoe/Tahoe_Index.htm.

For planning purposes, the development of the TMDL has been divided into two phases. Phase 1 will result, during Winter 2005-06, in the development of a Technical TMDL that will provide a basin-wide estimation of pollutant loading by sources, as well as an estimation of pollutant load reductions necessary to achieve water quality standards for clarity and transparency. Phase 2 of TMDL development will be part of a much larger public process which will determine required load reduction allocations and develop an implementation plan that outlines how load allocations will be achieved. The work to be completed as part of this RFP scope of work will utilize the information and tools developed during Phase 1 for application in Phase 2 and subsequent completion and implementation of the TMDL. In addition, a number of management tools, that are not intended for direct use in developing the Technical TMDL, are currently being created that will also contribute to Phase 2. Successful completion of this scope will require an understanding of overall TMDL development and of the need for integration between past, current and future work efforts.

Phase 1

This phase of TMDL development was initiated in 2001 with the investment of approximately five million dollars by the state of California in research and information development needed to complete the TMDL. Complementing this effort was the application of other planning resources and information developed by the Nevada Division of Environmental Protection, US Army Corps of Engineers, Tahoe Regional Planning Agency and the efforts of staff from numerous other agencies. Collectively, these efforts have involved state and federal agencies, academic institutions and private consulting agencies. The collective effort represents close to six million dollars in research, monitoring and information collection. More than fifteen individual projects have been initiated to complete this phase of TMDL development, many of which are now complete or nearing completion. Following is a brief description of several key products from TMDL Phase 1.

Watershed Model – In support of the TMDL, Tetra Tech, Inc. has developed the Lake Tahoe Watershed Model using the Loading Simulation Program in C++ (LSPC). The watershed modeling system includes algorithms for simulating hydrology, sediment, and water quality from ten land use types in 184 subwatersheds. These land use types are additionally divided into subwatershed specific ratios of impervious and pervious coverage in developed/urban areas utilizing information from IKONOS satellite imagery. Each subwatershed has unique weather patterns depending on topography and location utilizing meteorological reconstructions developed for the TMDL (described below). This model will be used to estimate the current pollutant loading to the lake from surface runoff and will be used for the exploration of various future watershed management scenarios.

Lake Clarity Model – The University of California, Davis, has been developing the Lake Tahoe Clarity Model since 1997 based upon the extensive data collected on lake processes by the Tahoe Research Group and others over the last thirty years. The Lake Tahoe Clarity Model is a unique combination of sub-models including a hydrodynamic model, an ecological model, a water quality model, and an optical model. Each sub-model is based on an inter-related set of equations that describe the underlying physical transport, biological growth, chemical transformation and light attenuation processes occurring in the lake. This model will be used to identify the lake's response to pollutant loading and the pollutant load reductions necessary for the protection of lake clarity.

Atmospheric Deposition and Pollutant Transport – The California Air Resources Board is currently completing a significant effort to better characterize atmospheric pollutant sources,

transport, and deposition directly to the lake surface. This two year monitoring and evaluation process is providing updated estimates of the amount of nutrients and particulate matter generated within and transported into the basin, is quantifying pollutant deposition onto the lake surface, and is supporting development of an improved emissions inventory for critical sources.

Groundwater Loading – Using currently available nutrient data from existing wells, an assessment of likely inflow and nutrient loading from five regions comprising the entire shoreline of Lake Tahoe was completed by the U.S. Army Corps of Engineers, Sacramento District. A model was developed to calculate annual nutrient loading to the lake in four distinct subregions and five discrete vertical layers of the South Lake Tahoe area. Additional estimates were developed for the remainder of the lake shore (areas where information was not sufficient to develop a groundwater hydrologic model).

Meteorological Reconstruction – A team from the Hydrologic Research Laboratory at UC Davis has taken a sophisticated approach to reconstructing forty two years (1958-2000) of meteorological conditions in the Lake Tahoe Basin. Utilizing a unique application of the Fifth Generation Mesoscale Model (MM5), the team was able to use data available from the National Center for Environmental Prediction to develop meteorological information on a three kilometer grid for the entire basin. The output from this project provides temperature, precipitation, solar radiation, wind speed, and relative humidity for each of the three square kilometer grids on an hourly basis. This information has been used to develop a unique weather signature for each of the 184 LSPC Lake Tahoe Watershed Model sub-watersheds.

Best Management Practices (BMP) Feasibility Report – Utilizing both national and local data, GeoSyntech Consultants evaluated the performance of urban runoff BMPs. The report provides new information on storm water BMP effectiveness and offers insight into the ability of such projects to control pollutants on a basin-wide scale in intervening zones (areas discharging surface runoff directly to the lake rather than through tributary streams and rivers). This report will help provide the foundation for subsequent analysis as outlined in this scope.

Stream Channel Erosion – The USDA's National Sedimentation Laboratory, Oxford, MS, has estimated loading of fine sediments due to stream channel erosion relative to contributions from upland sources. This increased understanding facilitates treating stream channel erosion as a discrete source of pollution within the TMDL. Further information on this project may be obtained at:

http://www.ars.usda.gov/research/publications/publications.htm?seq_no_115=161099.

Water Quality Project Inventory – The Inventory intends to provide a system to inventory all sediment and nutrient load reduction projects completed at Lake Tahoe. This system is composed of a Microsoft Access database and ArcView GIS map that shows the size and location of projects (not individual BMPs), linked by a custom VBA script. The Inventory currently contains 132 projects comprised of about 1080 BMPs. The Inventory has taken data stored in many formats/locations and converted it into easily accessible database available for download at www.ntcd.org/documents.htm.

Phase 2

Phase 2 of TMDL development will result in specific load allocations and an Implementation Plan to achieve required load reductions. The planning tools developed during Phase 1 such as the Watershed Model, Lake Clarity Model, and other tools will be used to provide loading estimates and necessary load reductions for application during a large public participation process known as Pathway 2007 (see below). It is anticipated that this process will help guide the development of load allocations that are most feasible and cost effective. Once these allocations have been identified, an Implementation Plan will be developed that is specifically tailored to achieve load allocations. The tasks identified in this scope, in combination with

others, will build upon the work completed as part of Phase 1 to develop load allocations and to develop a pollutant load reduction tracking system, which will be part of the Implementation Plan. They will also evaluate the feasibility of water quality trading as a means to improve the efficiency of TMDL implementation. Brief descriptions of Phase 2 tasks follow (tasks that are covered under this scope are identified by an *):

TMDL Implementation Tool Box (partially*) – The TMDL program is currently developing a “TMDL Implementation Tool Box” that will include models and other tools that can be used by agencies, resource managers, planners and Environmental Improvement Program (EIP) project implementers to help achieve basin-wide load reduction goals. Examples of models and databases include: the Lake Clarity Model, Tahoe Watershed Model, Load Reduction Matrix, Methodology to Estimate Pollutant Load Reduction, BMP Model, GIS Layers, Water Quality Improvement Project Inventory, etc. The Tool Box, and individual tools within it, will be designed to accommodate new knowledge and will be updated as needed. Stakeholders will be highly involved in development and application of these tools, which are intended to provide the opportunity for consistency in water quality planning and implementation. A number of tools are either already completed or are being supported by additional funding. This RFP includes projects that will contribute to the continued development of the Tool Box and to finalizing the TMDL.

Integrated Water Quality Management Strategy (*) – An Integrated Water Quality Management Strategy (IWQMS) will include several necessary components of Phase 2, including a comprehensive public process to reach agreement on a combination of measures to achieve the load reductions required by the TMDL. A critical part of developing the IWQMS is the Load Reduction Matrix, which will summarize information on all viable load reduction measures, and will continue to perform an on-going planning function thereafter, including providing input to the Methodology to Estimate Pollutant Load Reduction and BMP Model (described below). The IWQMS will also result in the development of TMDL load allocations, and will provide a load reduction tracking system for application within an adaptive management framework tentatively called the Basin-wide Environmental Management System.

Efforts will be made in developing the IWQMS to explore numerous approaches for load reduction with the goal of estimating the maximum, yet feasible, load reduction scenario for each source category. Once decided upon, the cumulative load reductions from each source category will act as an integrated strategy for the restoration and protection of Lake Tahoe’s clarity. The iterative process of determining the IWQMS will require that for each source category, decision-makers explore a full range of opportunities from no-action to evaluation of new and potentially radical approaches. Several alternate combinations of measures could be developed, which will need to be evaluated against a set of criteria to be developed as part of the process, such as time-to-recovery, cost, and technical, legal, and policy constraints to implementation.

A critical deliverable for Phase 2 of the TMDL will be pollutant load allocations for each controllable source. Allocations can take a number of forms, e.g. by watershed, by jurisdiction, as a percentage of current loading, based on reduction opportunities, or other approaches (another Phase 2 project, separate from the project described in this RFP, will describe and evaluate a variety of conceptual approaches to conducting load allocations). Whichever method is ultimately agreed upon, it will provide, for the first time, quantitative targets and a science-based approach for pollutant load reduction to meet the TMDL. IWQMS will also provide a framework for focused research and monitoring to achieve these obligations.

A pollutant reduction tracking system is needed to provide resource managers and project implementers with an up-to-date assessment of progress towards meeting the TMDL and associated load allocations. This system will allow for the tracking of trends and for modification of the implementation timeline based upon missed milestones, program progress, and new

information. It is envisioned that the tracking system will be housed within the Tahoe Integrated Information Management System (TIIMS, see <http://www.tiims.org/>).

Methodologies to Estimate Pollutant Load Reduction – This task, currently underway and being managed by the U.S. Army Corps of Engineers (Sacramento District), will result in a set of methodologies to estimate pollutant load reductions from water quality improvement projects. These methodologies, which will become a part of the TMDL Implementation Tool Box, will provide a uniform approach to calculating expected load reductions from projects, assigning credit toward allocations, and measuring progress toward achieving required pollutant reductions.

Pollutant Trading System Feasibility Study (*) – Funds received as part of the US EPA's Targeted Watershed Program will be used to address the feasibility of developing a pollutant trading system to help meet TMDL load reduction goals. A critical objective will be to create units of trade and define appropriate trading areas. If determined to be feasible, this system could provide greater regulatory flexibility to project implementers in selecting which restoration projects to implement.

BMP Model – To calculate load reductions on a basin-wide scale, a BMP model will be developed as a module to the existing Lake Tahoe Watershed Model. The watershed model (see above) is land use-based and driven by basin hydrology. The BMP model is intended to simulate the expected load reductions of individual projects or a collection of multiple projects, at the sub-watershed, watershed or basin scales. A direct comparison of this information with the TMDL requirements will allow for progress tracking and will provide insights for next management steps. Funding to develop a BMP Model and to improve and incorporate an inventory of existing BMPs in Lake Tahoe Basin is expected to receive final approval in Fall 2005, leading to development of the BMP Model beginning in the latter part of 2006.

The Pathway 2007 Planning Process

In 2007, the Tahoe Regional Planning Agency (TRPA) will be updating its 20-year Regional Plan and Water Quality Management Plan (208 Plan) to incorporate new regulations and programs including the Lake Tahoe TMDL, storm water National Pollutant Discharge Elimination System (NPDES) permit requirements, and the Source Water Protection Program (SWPP). In a collaborative planning process known as "Pathway 2007," California, Nevada, TRPA, the U.S. Forest Service, and others are collectively updating and integrating relevant plans and regulations to achieve program consistency across the two-state, multi-jurisdictional watershed. These regional plan updates will guide land management, resource management and environmental regulations over the next 20 years. Additional information on the Pathway 2007 process, public participation opportunities, and agencies may be found at: <http://www.pathway2007.org/>.

A number of Pathway 2007 research and planning projects will complement the Lake Tahoe TMDL. One of these is development by the United States Geological Survey of the Tahoe Decision Support System (TDSS), a process interaction tool that will be used to project outcomes of and assist in selecting among various management strategies, regulations, and projects. TDSS will specifically assist with developing TMDL model inputs representative of future population growth and expected land use and climate change, and with providing a framework for considering multiple factors (e.g. cost, time, legal constraints, etc) in evaluating alternative implementation scenarios and selecting a preferred management strategy. Another complementary Pathway 2007 effort is development of an overall Environmental Management System to assist with Regional Plan implementation. It is expected that the EMS will incorporate TDSS and numerous elements of the TMDL Implementation Tool Box to create a framework for environmental adaptive management in the Lake Tahoe Basin.

Objectives

The tasks described in the work plan/scope of work will be coordinated with numerous other research, implementation, and planning efforts that are being funded from a variety of sources, in addition to the Targeted Watershed and SNPLMA grants. Detailed descriptions of the tasks follow in Exhibit A below.

The goals of this research are to:

- (1) Develop alternative water quality management strategies to achieve desired Lake Tahoe clarity based on feasible pollutant load reduction opportunities for each major source,
- (2) Evaluate new approaches and technologies for pollution control at Lake Tahoe,
- (3) Incorporate data on new and traditional BMPs into a matrix designed to determine their basin-wide potential to achieve required load reductions and to enable decision makers to evaluate and select flexible, comprehensive management strategies,
- (4) Recommend pollutant load allocations based upon the tasks above and a separate analysis of options,
- (5) Develop a system to track load reductions and associated credits over time, and
- (6) Evaluate the potential for water quality trading in the Lake Tahoe Basin and if feasible, develop a water quality trading program for the basin.

B. Time Schedule

Below is the tentative time schedule for this procurement.

Event	Date	Time (If applicable)
RFP Released	September 30, 2005	
Questions Due	October 18, 2005	at 4:00 p.m.
Pre-Proposal Conference	October 20, 2005	at 1:00-5:00 p.m.
Proposal Due Date	November 15, 2005	at 4:00 p.m.
Notice of Intent to Award Posted	December 15, 2005	
Protest Deadline	December 22, 2005	at 4:00 p.m.
Contract Award Date	December 23, 2005	
Proposed Start Date of Agreement	February 15, 2006	

C. Contract Terms

The terms of the resulting agreements are expected to be 25 months for Project 1, which is anticipated to be effective from February 15, 2006 through March 15, 2008, and 17 months for Project 2, which is anticipated to be effective from October 15, 2006 through March 15, 2008. The agreement terms may change if CRWQCB, Lahontan Region makes an award earlier than expected or if CRWQCB, Lahontan cannot execute the agreements in a timely manner due to unforeseen delays.

The resulting contracts will be of no force or effect until they are signed by both parties and approved by the Department of General Services, if required. **The Contractor is hereby advised not to commence performance until all approvals have been obtained.** Should performance commence before all approvals are obtained, said services may be considered to have been volunteered if all approvals have not been obtained.

D. Proposer Questions

Immediately notify CRWQCB, Lahontan Region if you need clarification about the services sought or have questions about the RFP instructions or requirements. Put your inquiry in writing and transmit it to CRWQCB, Lahontan Region as instructed below. At its discretion, CRWQCB, Lahontan Region reserves the right to contact an inquirer to seek clarification of any inquiry received.

Proposers that fail to report a known or suspected problem with the RFP or fail to seek clarification and/or correction of the RFP shall submit a proposal at their own risk.

If an inquiry appears to be unique to a single firm or is marked "Confidential", CRWQCB, Lahontan Region will mail or fax a response only to the inquirer if CRWQCB, Lahontan Region concurs with the Proposer's claim that the inquiry is sensitive or proprietary in nature. If CRWQCB, Lahontan Region does not concur, the inquiry will be answered in the manner described herein and the Proposer will be so notified. Inquiries and/or responses that CRWQCB, Lahontan Region agrees are sensitive or proprietary in nature shall be held in confidence only until the Notice of Intent to Award is posted.

To the extent practical, inquiries shall remain as submitted. However, CRWQCB, Lahontan Region may consolidate and/or paraphrase similar or related inquiries.

1. What to include in an inquiry

- a. Your name, name of your firm, mailing address, area code and telephone number, and fax number.
- b. A description of the subject or issue in question or discrepancy found.
- c. RFP section, page number or other information useful in identifying the specific problem or issue in question.
- d. Remedy sought, if any.

A proposer that desires clarification about specific RFP requirements and/or whose inquiry relates to sensitive issues or proprietary aspects of a proposal may submit individual inquiries that are marked "Confidential." The Proposer must include with its inquiry an explanation as to why it believes questions marked "Confidential" are sensitive or surround a proprietary issue.

2. Question deadline

Proposers are encouraged to submit written inquiries about this RFP to CRWQCB, Lahontan Region no later than two (2) working days before the Pre-Proposal Conference date so answers can be prepared in advance. CRWQCB, Lahontan Region will accept

written or faxed inquiries received by 5:00 pm on October 20, 2005. At its discretion, CRWQCB, Lahontan Region may contact an inquirer to seek clarification of any inquiry received.

CRWQCB, Lahontan Region will accept questions or inquiries about the following issues if such inquiries are received prior to the proposal submission deadline.

- a. DVBE participation requirements and how to complete the DVBE attachments,
- b. The reporting of RFP errors or irregularities.

3. How to submit questions

Submit inquiries using one of the following methods.

U.S. Mail, Hand Delivery or Overnight Express:	Fax or e-mail:
Questions RFP XX-XXXXX CRWQCB, Lahontan Region Attention: Mr. Doug Smith 2501 Lake Tahoe Boulevard South Lake Tahoe, CA 96150	Questions RFP XX-XXXXX CRWQCB, Lahontan Region Attention: Mr. Doug Smith Fax: (530) 544-2271 E-mail: DFSmith@waterboards.ca.gov Subject: Questions RFP XX-XXXXX

Proposers submitting inquiries by fax are responsible for confirming the receipt of all faxed materials by the question deadline.

Call Mr. Doug Smith at (530) 542-5453 to confirm faxed or e-mailed transmissions.

4. Proposer warning

CRWQCB, Lahontan Region internal processing of U.S. mail may add 48 hours or more to the delivery time. If you mail your questions, consider using certified or registered mail and request a receipt upon delivery.

5. Verbal questions

Verbal inquiries are discouraged. CRWQCB, Lahontan Region reserves the right not to accept or respond to verbal inquiries. **Spontaneous verbal remarks provided in response to verbal inquiries are unofficial and are not binding on CRWQCB, Lahontan Region unless later confirmed in writing.**

E. Voluntary Pre-Proposal Conference

CRWQCB, Lahontan Region will hold a voluntary Pre-Proposal Conference to receive and address written and/or verbal questions from Proposers on **October 20, 2005** from 1:00 PM to 5:00 PM, in the Conference Room of the CRWQCB, Lahontan Region Office at 2501 Lake Tahoe Boulevard, South Lake Tahoe, CA 96150. If questions are submitted in writing, they will be read-aloud and responded to at the conference.

Prospective proposers that intend to submit a proposal are encouraged to attend the voluntary Pre-Proposal Conference. It shall be each prospective proposer's responsibility to attend the Pre-Proposal Conference promptly at 1:00 pm. CRWQCB, Lahontan Region reserves the right not to repeat information for participants that join the conference after it has begun.

If a potential prime contractor is unable to attend the voluntary Pre-Proposal Conference, an authorized representative of its choice may attend on its behalf. The representative may only sign in for one potential prime contractor. Subcontractors may represent a potential prime contractor at the voluntary Pre-Proposal Conference.

The purpose of the conference is to:

1. Allow prospective proposers to ask questions about the services sought or RFP requirements and/or instructions.
2. Share the answers to general questions and inquiries received before and during the conference.

Spontaneous verbal remarks provided in response to questions/inquiries are unofficial and are not binding on CRWQCB, Lahontan Region unless later confirmed in writing.

Carefully review this RFP before the conference date to familiarize yourself with the qualification requirements, scope of work and proposal content requirements. Prospective proposers are encouraged to have their copy of this RFP available for viewing during the conference.

Refer to the RFP section entitled, "Proposer Questions" for instructions on how to submit written questions and inquiries before the conference date.

If CRWQCB, Lahontan Region is unable to respond to all inquiries received before and/or during the conference, CRWQCB, Lahontan Region will provide written answers by October 28, 2005. CRWQCB, Lahontan Region reserves the right to determine which inquiries will be answered during the conference and which will be answered later in writing. After the conference, CRWQCB, Lahontan Region will summarize all general questions and issues raised before and during the conference and mail or fax the summary and responses to all persons who received this RFP and to those who attended/participated in the conference.

If the inquiry appears to be unique to a single firm or is marked "Confidential", CRWQCB, Lahontan Region will mail or fax a response only to the inquirer if CRWQCB, Lahontan Region concurs with the Proposers claim that the inquiry is sensitive or proprietary in nature. If CRWQCB, Lahontan Region does not concur, the inquiry will be answered in the manner described herein and the Proposer will be so notified. Inquiries and/or responses that CRWQCB, Lahontan Region agrees should be held in confidence only until the Notice of Intent to Award is posted.

To the extent practical, inquiries shall remain as submitted. However, CRWQCB, Lahontan Region may consolidate and/or paraphrase similar or related inquiries.

Proposers are responsible for their costs to attend/participate in the conference. Those costs cannot be charged to CRWQCB, Lahontan Region or included in any cost element of the Proposers price offering.

F. Reasonable Accommodations

For individuals with disabilities, the CRWQCB, Lahontan Region will provide assistive services such as sign-language interpretation, real-time captioning, note takers, reading or writing assistance, and oral interview material (if applicable), Request for Proposal, questions/answers, RFP Addenda, into Braille, large print, audiocassette, or computer disk. To request such services or copies in an alternate format, please call the number below no later than October 11, 2005 to arrange for reasonable accommodations.

Mr. Doug Smith
Program telephone number

(530) 542-5453

NOTE: The range of assistive services available may be limited if requests are received less than ten State working days prior to the oral interview date or requestors cannot allow ten or more State working days prior to date the alternate format material is needed.

G. Scope of Work

See Exhibit A entitled, "Scope of Work" that is included in the Sample Contract Forms and Exhibits section of this RFP. Exhibit A contains a detailed description of the services and work to be performed as a result of this procurement.

H. Qualification Requirements

Failure to meet the following requirements by the proposal submission deadline will be grounds for CRWQCB, Lahontan to deem a proposer nonresponsive. Evaluators may choose not to thoroughly review or score proposals that fail to meet these requirements. In submitting a proposal, each proposer must certify and prove that it possesses the following qualification requirements.

1. At least three consecutive years of experience of the type(s) listed below. All experience must have occurred within the past five years. Proposers should have:

For PROJECT 1,

- a) Knowledge and/or experience developing TMDLs, TMDL wasteload and load allocations, TMDL implementation plans, pollution reduction measures, or natural resource management plans with public participation, including developing load reduction or related tracking systems. Proposers should indicate how knowledge and skills developed in previous related work will be applied.
- b) Familiarity with Lake Tahoe issues, TMDL program, Regional Plan, Environmental Improvement Program development and implementation, and associated issues. For this criterion, reviewers will rate Proposers' experience and breadth of knowledge in Lake Tahoe water quality management and knowledge of local environmental issues, agencies, and stakeholders.
- c) Ability to assemble a diverse project team including members and/or the ability to partner with other entities (contractors, agencies, academic institutions, etc) with direct local experience.
- d) Ability to conduct public participation and/or inter-agency, multi-party facilitation processes, to provide educational materials and facilities (e.g. websites, audiovisual and other presentational materials, etc.) and ability to provide local, on-site presence and resources in support of a planning process. Specific resources being sought include: physical facilities at which project-related staff, equipment, and documents may be housed and maintained.
- e) Familiarity with: mathematical modeling of natural resource processes in support of environmental management/decision-making; land use planning/ordinance development; development of stormwater master plans or stormwater pollution prevention plans; nonpoint source pollution control; and/or water quality improvement project design.
- f) Ability to deliver complex, time-critical products within proposed timeframes.

For PROJECT 2,

- a) Knowledge and/or experience researching, developing and/or implementing water quality or other environmental (e.g. carbon, land coverage, ecosystem restoration, etc) trading mechanisms, with special emphasis on air and water pollution and interactions between these media. Proposers should indicate how knowledge and skills developed in previous related work will be applied.
 - b) Familiarity with Lake Tahoe issues, TMDL program, Regional Plan, Environmental Improvement Program development and implementation, and associated issues. For this criterion, reviewers will rate Proposers' experience and breadth of knowledge in Lake Tahoe water quality management and knowledge of local environmental issues, agencies, and stakeholders.
 - c) Familiarity with: mathematical modeling of natural resource processes in support of environmental management and decision-making.
 - d) Ability to deliver complex, time-critical products within proposed timeframes.
2. Proposers must certify they have read and are willing to comply with all proposed terms and conditions addressed in the RFP section entitled, "Contract Terms and Conditions", including the terms appearing in the referenced contract exhibits.
3. Corporations must certify they are in good standing and qualified to conduct business in California.
4. Non-profit organizations must certify they are eligible to claim nonprofit status.
5. Proposers must have a past record of sound business integrity and a history of being responsive to past contractual obligations.
6. Proposers must certify their proposal response is not in violation of Public Contract Code (PCC) Section 10365.5 and, if applicable, must identify previous consultant services contracts that are related in any manner to the services, goods, or supplies being acquired in this solicitation. Detailed requirements are outlined in **Attachment 7**.

PCC Section 10365.5 generally prohibits a person, firm, or subsidiary thereof that has been awarded a consulting services contract from submitting a bid for and/or being awarded an agreement for, the provision of services, procurement of goods or supplies, or any other related action that is required, suggested, or otherwise deemed appropriate in the end product of a consulting services contract.

PCC Section 10365.5 does not apply to any person, firm, or subsidiary thereof that is awarded a subcontract of a consulting services agreement that totals no more than 10 percent of the total monetary value of the consulting services agreement. Consultants and employees of a firm that provides consulting advice under an original consulting contract are not prohibited from providing services as employees of another firm on a follow-on contract, unless the persons are named contracting parties or named parties in a subcontract of the original contract.

PCC Section 10365.5 does not distinguish between intentional, negligent, and/or inadvertent violations. A violation could result in disqualification from bidding, a void contract, and/or imposition of criminal penalties.

7. Proposers must either achieve actual Disabled Veteran Business Enterprise (DVBE) participation or make an adequate Good Faith Effort (GFE) to meet the DVBE participation requirements. Detailed requirements are outlined in **Attachment 8** (DVBE Instructions/Forms). This requirement applies if you offer a total cost or price that is \$10,000 or more.

I. Proposal Format and Content Requirements

1. General instructions

- a. Each firm or individual may submit only one proposal per project.

For the purposes of this paragraph, “firm” includes a parent corporation of a firm and any other subsidiary of that parent corporation. If a firm or individual submits more than one proposal per project, CRWQCB, Lahontan Region will reject all proposals submitted by that firm or individual.

A firm or individual proposing to act as a prime contractor may be named as a subcontractor in another proposer’s proposal. Similarly, more than one proposer may use the same subcontractors and/or independent consultants.

- b. Develop proposals by following all RFP instructions and/or clarifications issued by CRWQCB, Lahontan Region in the form of question and answer notices, clarification notices, or RFP addenda.
- c. Before submitting your proposal, seek timely written clarification of any requirements or instructions that you believe to be vague, unclear or that you do not fully understand.
- d. In preparing your proposal response, all narrative portions should be straightforward, detailed and precise. CRWQCB, Lahontan Region will determine the responsiveness of a proposal by its quality, not its volume, packaging or colored displays.
- e. Arrange for the timely delivery of your proposal package(s) to the address specified in this RFP. Do not wait until shortly before the deadline to submit your proposal.

2. Format requirements

- a. Submit one (1) original proposal and five (5) copies or sets.
 - 1) Write “**Original**” on the original proposal set.
 - 2) Each proposal set must be complete with a copy of all required attachments and documentation.
- b. Format the narrative portions of the proposal as follows:
 - 1) Use one-inch margins at the top, bottom, and both sides.
 - 2) Use a font size of not less than 11 points.
 - 3) Print pages single-sided on white bond paper.
 - 4) Sequentially paginate the pages in each section. It is not necessary to paginate items in the Forms Section or Appendix Section.
- c. Bind each proposal set in a way that enables easy page removal. Loose leaf or three-ring binders are acceptable.
- d. All RFP attachments that require a signature must be signed in ink, preferably in a color other than black.

- 1) Have a person who is authorized to bind the proposing firm sign each RFP attachment that requires a signature. Signature stamps are not acceptable.
 - 2) Place the originally signed attachments in the proposal set marked "Original."
 - 3) The RFP attachments and other documentation placed in the extra proposal sets may reflect photocopied signatures.
- e. Do not mark any portion of your proposal response, any RFP attachment or other item of required documentation as "Confidential" or "Proprietary." CRWQCB, Lahontan Region will disregard any language purporting to render all or portions of a proposal confidential.

3. Content requirements

This section specifies the order and content of each proposal. Assemble the materials in each proposal set in the following order:

a. Proposal Cover Page

A person authorized to bind the Proposer must sign the Proposal Cover Page (**Attachment 1**). If the proposer is a corporation, a person authorized by the Board of Directors to sign on behalf of the Board must sign the Proposal Cover Page.

b. Table of Contents

Properly identify each section and the contents therein. Paginate all items in each section with the exception of those items placed in the Forms Section and Appendix Section.

c. Executive Summary section

This section must not exceed three (3) pages in length. Evaluators may not review or evaluate excess pages.

In preparing your Executive Summary, do not simply restate or paraphrase information in this RFP. Describe or demonstrate, in your own words, the following information.

- 1) A summary of your work plan and approach to addressing the required tasks.
- 2) Your understanding of CRWQCB, Lahontan Region needs and the importance of this project.
- 3) The tangible results that you expect to achieve.
- 4) Your firm's sincere commitment to perform the scope of work in an efficient and timely manner.
- 5) How you will effectively integrate this project into your firm's current obligations and existing workload.
- 6) Why your firm should be chosen to undertake this work at this time.

d. Proposer Capability section

- 1) Include a brief history of your firm, including:
 - a) Date of establishment. If applicable, explain any changes in your business history or organizational structure that will assist CRWQCB, Lahontan Region in determining your qualifications.
 - b) A description of your firm's goals that are relevant, closely related, or will complement this project.
- 2) Describe the experience that qualifies your firm to undertake this project, and/or your firm's willingness to acquire or provide the services or attributes listed in this section. At a minimum, demonstrate your firm's possession of three consecutive years of experience of the types listed in this section. All experience must have occurred within the past five years. Proposers should clearly state how each of the following qualifications will be met.

For PROJECT 1,

- a) Knowledge and/or experience developing TMDLs, TMDL wasteload and load allocations, TMDL implementation plans, pollution reduction measures, or natural resource management plans with public participation, including developing load reduction or related tracking systems. Proposers should indicate how knowledge and skills developed in previous related work will be applied.
- b) Familiarity with Lake Tahoe issues, TMDL program, Regional Plan, Environmental Improvement Program development and implementation, and associated issues. For this criterion, reviewers will rate Proposers' experience and breadth of knowledge in Lake Tahoe water quality management and knowledge of local environmental issues, agencies, and stakeholders.
- c) Ability to assemble a diverse project team including members and/or the ability to partner with other entities (contractors, agencies, academic institutions, etc) with direct local experience.
- d) Ability to conduct public participation and/or inter-agency, multi-party facilitation processes, to provide educational materials and facilities (e.g. websites, audiovisual and other presentational materials, etc,) and ability to provide local, on-site presence and resources in support of a planning process. Specific resources being sought include: physical facilities at which project-related staff, equipment, and documents may be housed and maintained.
- e) Familiarity with: mathematical modeling of natural resource processes in support of environmental management/decision-making; land use planning/ordinance development; development of stormwater master plans or stormwater pollution prevention plans; nonpoint source pollution control; and/or water quality improvement project design.
- f) Ability to deliver complex, time-critical products within proposed timeframes.

For PROJECT 2,

- a) Knowledge and/or experience researching, developing and/or implementing water quality or other environmental (e.g. carbon, land coverage, ecosystem restoration, etc) trading mechanisms, with special emphasis on air and water pollution and interactions between these media. Proposers should indicate how knowledge and skills developed in previous related work will be applied.
- b) Familiarity with Lake Tahoe issues, TMDL program, Regional Plan, Environmental Improvement Program development and implementation, and associated issues. For this criterion, reviewers will rate Proposers' experience

- and breadth of knowledge in Lake Tahoe water quality management and knowledge of local environmental issues, agencies, and stakeholders.
- c) Familiarity with: mathematical modeling of natural resource processes in support of environmental management and decision-making.
 - d) Ability to deliver complex, time-critical products within proposed timeframes.
- 3) Briefly, describe the accounts or work projects begun and/or completed in the past three years that involved services similar in nature or closely related to the Scope of Work in this RFP. For each account or project listed, include the following information:
- a) Name of agency or firm for whom services were performed,
 - b) Duration or length of the project,
 - c) Total cost or value of the project,
 - d) Indicate if the account or project is “active/open” or “closed/settled.”
 - e) Describe briefly the type and nature of the services you performed.
- 4) Briefly describe any experience that demonstrates your firm’s ability to establish and maintain effective working relationships with government entities, local community based organizations, and private nonprofit organizations.
- 5) Identify three client references that your firm has serviced in the past five years that can confirm their satisfaction with your services and confirm if your firm provided timely and effective services or deliverables. Use the Client References (**Attachment 3**) for this purpose. **Place the completed Client References form in the Forms section of your proposal.**
- e. Work Plan section
- 1) Overview
 - a) CRWQCB, Lahontan Region is interested in proposals that provide well-organized, comprehensive, technically and economically sound environmental management strategies or approaches. Vague explanations will undermine your firm’s credibility and will result in reduced proposal scores.
 - b) The Work Plan must include an in-depth discussion and description of the methods, approaches and step-by-step actions that will be carried out to fulfill all Scope of Work requirements.
 - c) If the nature of a task or function hinders specific delineation of in-depth methods and procedures (e.g., a task is dependent upon a future action or multiple approaches may be used), explain the probable methods, approaches or procedures that you will use to accomplish the task or function. Also, describe, in this instance, how you will propose the ultimate strategies and detailed plans to CRWQCB, Lahontan Region for full consideration and approval before you proceed to carry out the project.
 - 2) Rejection of tasks, activities or functions
 - a) If full funding does not become available, is reduced, or CRWQCB, Lahontan Region determines that it does not need all of the services described in this RFP; CRWQCB, Lahontan Region reserves the right to offer an amended contract for reduced services.

3) Work Plan content

Complete Work Plan (**Attachment 11**)

- a) Briefly, explain or describe the overall approach and/or methods that you will use to accomplish the scope of work.
- b) Explain why you chose the particular approaches and methods that are proposed (e.g., proven success or past effectiveness, etc.).
- c) If applicable, explain what is unique, creative, or innovative about your proposed approaches and/or methods.
- d) If you envision any major complications or delays at any stage of performance, describe those complications or delays and include a proposed strategy for overcoming those issues. Likewise, indicate if you do not anticipate any major complications or delays.
- e) If, for any reason, the Work Plan does not wholly address each Scope of Work (SOW) requirement, fully explain each omission. Likewise, indicate if your Work Plan contains no omissions.
- f) Indicate the assumptions you made in developing the Work Plan in response to CRWQCB, Lahontan Region scope of work. For each assumption listed, explain the reasoning or rationale that led you to that assumption. Likewise, indicate if no assumptions were made.
- g) If applicable, identify any additional Contractor and/or State responsibilities that you included in your Work Plan that you believe are necessary to ensure successful performance, but you believe were omitted from CRWQCB, Lahontan Region scope of work. Likewise, indicate if no additional Contractor and/or State responsibilities, outside of those identified in CRWQCB, Lahontan Region SOW were included in your Work Plan.
- h) Identify the specific tasks/activities and functions that you will perform in the order you believe they will occur. Include the following in-depth information for each task/activity or function in the work plan:
 - i. Indicate who will have primary responsibility for performing each major task/activity or function. If known, identify the name and position title of all key personnel, subcontractors and/or consultants that will perform the work.

If the responsible party is unknown or not yet identified, identify a staff position title or project name/title and indicate "TBD" which is the abbreviation for "to be determined."
 - ii. Include a performance time line for each major task/activity or function. Indicate the approximate beginning and ending month and year. If a task/activity or function will only occur in one fiscal period or year, indicate the beginning and ending month and year.

If desirable, in addition to start and end dates, you may use other terms such as start-up, on-going, continuous, take-over, turnover, etc. to describe the performance time line. In doing so, you must define the meaning of each unique term that you use.

- iii. Explain/describe how you intend to measure or prove successful completion of each major task, function or activity.

If applicable, identify the key events or outcomes that will signify completion or identify tangible items (deliverables) that will result at the conclusion of the various tasks/activities or functions.

f. Management Plan section

- 1) Include a Project Management Plan that includes a process, with timelines and milestones, by which project tasks and products will be accomplished and integrated.
- 2) Describe how you will effectively coordinate, manage and monitor the efforts of the assigned staff, including subcontractors and/or consultants, if any, to ensure that all tasks, activities and functions are completed effectively and in a timely manner.
- 3) Describe the fiscal accounting processes and budgetary controls you will use to ensure the responsible use and management of contract funds and accurate invoicing. Include at a minimum, a brief description of all of the following:
 - a) How the costs incurred under this project will be appropriately accounted for and only applicable project expenses will be billed to CRWQCB, Lahontan Region (e.g., use of unique account/project codes, etc.).
 - b) Your fiscal reporting and monitoring capabilities (e.g., spread sheets, automated fiscal reports, quality controls, checks and balances, etc.) to ensure contract funds are managed responsibly.
 - c) Proposed billing or invoicing frequency (not more frequently than once per month). Electronic billing is not possible.
 - d) Identify the documentation that you will maintain on file or submit to CRWQCB, Lahontan Region upon request to prove, support and/or substantiate the expenses that are invoiced to CRWQCB, Lahontan Region.
- 4) Include in the Project Management Plan a process that allows for adequate review and comment on products.
- 5) Include an organization chart. Instructions are explained in the Appendix section.
Place the organization chart in the Appendix section of your proposal.

g. Project Personnel section

- 1) In this section, describe your proposed staffing plan. In the staffing plan, include at a minimum:
 - a) Position titles for all proposed employees (persons on your payroll).
 - b) Number of personnel in each position.
 - c) By position, indicate the full time equivalent (FTE) or percentage of staff time devoted to this project (e.g., full time = 1.0, 1/2 time = .50, 3/4 time = .75, 1/4 time = .25, projected number of hours, if hourly, etc.).

- d) Monthly salary rate or wage range for each position title. It is the Proposer's responsibility to project annual merit increases and/or cost of living increases into each wage rate.
 - e) Include a job description or duty statement for each position title or classification that will perform work under this project. The job descriptions must indicate the typical tasks and responsibilities that you will assign to the position and may include desired or required education and experience. **Place all job descriptions or duty statements at the end of the Project Personnel section.**
 - f) Identify by name and/or position title, each key staff person that will have primary responsibility for managing, directing, overseeing and/or coordinating the work of assigned staff, subcontractors and/or independent consultants and who will maintain effective communications with CRWQCB, Lahontan Region (i.e., Project or Program Manager, Project or Program Director, Contract Manager, etc.).
 - i. Briefly, describe each person's expertise, capabilities and credentials.
 - ii. Emphasize any relevant past experience in directing, overseeing, coordinating or managing other government projects.
 - g) Include a resume for each key staff person (professional, managerial or supervisory) that will exercise a major administrative, policy, or consulting role in carrying out the project work. **Place staff resumes in the Appendix section.** To the extent possible, resumes should not include personal information such as a social security number, home address, home telephone number, marital status, sex, birth date, age, etc.
- 2) Briefly, describe the administrative policies or procedures you will use to ensure that you will recruit and select well-qualified, competent, and experienced in-house staff, subcontractors and/or independent consultants. If employee recruitment/selection policies or procedures are present in an operations manual, you may cite excerpts from such manuals. Do not simply indicate that such policies exist and do not attach copies of any policies or manuals to your proposal. If deemed necessary, CRWQCB, Lahontan Region may request copies of your existing manuals or policies.
- 3) Briefly, describe the processes or procedures that you will use to ensure that vacancies are filled expeditiously and that services are continued despite the presence of vacancies.
- 4) If subcontractors (including independent consultants) will be used to perform contract services, proposers must do the following at the time of proposal submission:
- a) Indicate if you have pre-identified any firms/persons to perform the work or if you will recruit them later.
 - i. For each pre-identified subcontractor and independent consultant include:
 - A. Full legal name.
 - B. A job description or duty statement outlining the duties and functional responsibilities that you intend to assign to the subcontracted firm or independent consultant.

- C. A brief explanation as to why you chose the subcontracted firm or independent consultant. Stress things such as applicable skills, knowledge, capabilities, past experience or accomplishments, availability, reasonableness of rates, notoriety in a field or specialty, etc.
- D. A resume for each pre-identified subcontractor and independent consultant. **Place all subcontractor and/or consultant resumes in the Appendix section.** To the extent possible, resumes should not include personal information such as a social security number, home address, home telephone number, marital status, sex, birth date, age, etc.
- E. A letter of agreement, signed by an official representative of each subcontracted firm or independent consultant. **Place all subcontractor and/or consultant letters of agreement in the Appendix section.**

Specific subcontractor and/or independent consultant relationships proposed in response to this RFP (i.e., identification of pre-identified subcontractors and independent consultants) shall not be changed during the procurement process or prior to contract execution. The pre-identification of a subcontractor or independent consultant does not affect CRWQCB, Lahontan Region right to approve personnel or staffing selections or changes made after the contract award.

- ii. For subcontractors and/or independent consultants that cannot be identified when the proposal is submitted to CRWQCB, Lahontan Region or are to be determined (TBD) after the contract is executed, include:
 - A. An identification of the functions, activities and responsibilities that you intend to assign to each subcontractor and/or independent consultant.
 - B. A description of the process that you will use to obtain CRWQCB, Lahontan Region approval of each subcontractor and/or independent consultant selection along with approval of their budgeted costs and assigned responsibilities.

h. Facilities and Resources section

Describe the following as it relates to your capacity to perform the scope of work:

- 1) Current office facilities at your disposal including number of offices owned or leased, square footage, number of staff housed and physical location or address. In addition or in the alternative, would you be willing to occupy facilities that may be provided for your use by the CRWQCB, Lahontan Region, or by another entity?
- 2) Current support services and office equipment capabilities immediately available and/or accessible for use in carrying out the proposed scope of work. Include such things as, but not limited to:
 - a) A description of the range and/or type of support services available and number of staff.
 - b) Messenger, delivery, shipping, distribution, or transport capabilities.
 - c) Teleconferencing or telecommunications capabilities.

- d) Printing/reproduction or photocopying capabilities.
 - e) Computer hardware and system capabilities (i.e., number, type, size, age, capacity and speed of personal computers or work stations and servers; Local Area Network capabilities, Wide Area Network capabilities; data transfer capabilities (disk or tape), data storage capacity, video/graphics capabilities, etc.).
 - f) Software applications in use (word processing applications, spread sheet applications, data base applications, graphics development applications, Web page design applications, unique or other specialized software applications, etc.).
 - g) Other support functions or capabilities that can be accessed and/or utilized.
- 3) Identify any facilities, support services or equipment that you must purchase, rent or lease on a long or short-term basis to perform the services described in this RFP.

i. Cost section

1) Basic content

The Cost section will consist of the following documents:

- a) Cost Proposal form (**Attachment 12**).
- b) Budget Detail Work Sheet(s) (**Attachment 13, 15 and 17**) for each fiscal year or budget period.
- c) Subcontractor Budgets (**Attachment 14, 16 and 18**) for each fiscal year or budget period.
- d) Required cost justification and documentation described later in this section.

2) General instructions

- a) All cost forms (Cost Proposal form and Budget Detail Work Sheets and Subcontractor Budgets) must be typewritten or completed in ink. Errors, if any, should be crossed out and corrections should be printed in ink or typewritten adjacent to the error. The person who signs the Cost Proposal should initial all corrections preferably in blue ink.
- b) On the Cost Proposal form, indicate the annual cost for each budget period and include a total cost.
- c) When completing the cost forms, include all estimated costs to perform the services for the entire term, including applicable annual rate adjustments attributable to merit increases, profit margins, and inflation or cost of living adjustments.

3) Required Budget Detail Work Sheets

- a) Include with the Cost Proposal form, a Budget Detail Work Sheet and Subcontractor Budgets for each state fiscal year or budget period.
- b) On each Budget Detail Work Sheet, provide specific cost breakdowns for the budget line items identified in this section.

- c) All unit rates/costs, if any (i.e., square footage, salary rates/ranges, hourly rates, etc.), must be multiplied out and totaled for each budget period.
- d) Please report costs using whole dollars only. Round fractional dollar amounts or cents to the nearest whole dollar amount.
- e) When completing the Budget Detail Work Sheet(s) and Subcontractor Budgets, you may create like images or computerized reproductions of the Budget Detail Work Sheets and Subcontractor Budgets included in this RFP. Use as many pages as are necessary to display your detailed budgeted costs. The Budget Detail Work Sheet attachments included in this RFP are not intended to dictate the specific costs you are to report, but are intended to show you the required format for reporting your proposed budget detail.
- f) Identify your projected detailed expenses for each line item identified below by following the instructions herein.

i. Personnel costs

- A. Identify each funded position title or classification.
- B. Indicate the number of personnel in each position/classification.
- C. Indicate the full time equivalent (FTE) or annual percentage of time/effort for each position (i.e., full time = 1.0, 1/2 time = .50, 3/4 time = .75, 1/4 time = .25, number of hours, if hourly, etc.).
- D. Identify the monthly salary rate or range for each position/classification. Include paid leave benefits such as sick leave, vacation, annual leave, holiday pay, etc. in the salary rates or ranges.
- E. Project an annual total for each position/classification.
- F. If applicable, enter \$0 if no personnel costs will be incurred.
- G. Enter the grand total for salary/wage expenses.

ii. Fringe Benefits

Include fringe benefit expenses including, but not limited to, costs for worker's compensation insurance; unemployment insurance, health, dental, vision and/or life insurance; disability insurance; pension plan/retirement benefits; etc.

- A. Display fringe benefit costs as a percentage rate of the total personnel costs.
- B. If applicable, enter \$0 if no fringe benefit costs will be incurred.

iii. Operating Expenses (also referred to as General expenses)

Identify all direct project costs. Direct project costs may include but are not limited to the following expense items:

- A. Facility rental (i.e., office space, storage facilities, etc.). Include the amount of square footage and the rate per square foot.
- B. Consumable office supplies.
- C. Minor equipment purchases (i.e., items with a unit cost of less than \$5,000 and a useful life of one year or more).
- D. Telecommunications (i.e., telephone or cellular telephones, fax, Internet service provider fees, etc.).
- E. Reproduction/printing/duplication.

- F. Postage or messenger/delivery service costs.
- G. Equipment/furniture rental/lease and maintenance.
- H. Software (including license fees, upgrade/maintenance fees, etc.).
- I. If applicable, enter \$0 if no operating expenses will be incurred.

iv. Equipment Expenses

- A. CRWQCB, Lahontan Region will not reimburse equipment purchases under the resulting contract.
- B. Enter \$0 in this line item.

v. Subcontract Expenses

- A. Specify a total cost for all subcontracted services (including those performed by independent consultants). Subcontractors include any persons/firms performing contract services that are not on the Contractor's payroll.
- B. If you intend to use subcontractors (including independent consultants), provide the information below depending on whether subcontractors are known/pre-identified or have yet to be determined.
 - 1. For **known/pre-identified** subcontractors or independent consultants, identify each subcontractor/consultant by name and include a separate expense breakdown for each of the subcontractor's costs for personnel expenses including fringe benefits, operating or general expenses, travel, subcontracts and indirect costs. **Use Attachments 14, 16, and 18 if more than two subcontracts are anticipated.**
 - 2. For **unknown/unidentified** subcontractors or independent consultant, list a title for each subcontracted activity/function and indicate a total projected cost for each activity/function to be out sourced.
- C. If applicable, enter \$0 if no subcontract expenses will be incurred.

vi. Travel Expenses

- A. Indicate the total cost for travel and per diem. Include costs for expenses such as airfare, mileage reimbursement, parking, toll bridge fees, taxicab fares, overnight lodging and meal expenses, etc.
- B. If applicable, enter \$0 if no travel expenses will be incurred.

vii. Other Costs

- A. Indicate here those direct project expenses that do not clearly fit into the other budget line items.
- B. If applicable, enter \$0.

viii. Indirect Costs

- A. Express your indirect costs as a percentage rate.

Indicate your indirect cost percentage rate and the cost basis upon which it was determined (i.e., personnel excluding benefits or personnel including benefits or total direct expenses).

B. If applicable, enter \$0.

ix. Total Costs

Enter a total annual cost for the stated fiscal year or budget period. Make sure all itemized costs equal this figure when added together.

4) Required cost justification/documentation

In the Cost section of your proposal, you are to supply the following facts and information to explain the reasonableness and/or necessity of your proposed budgeted costs.

Include the following narrative information to explain the reasonableness and/or necessity of the proposed budgeted costs appearing on the Budget Detail Work Sheets.

- a) Discuss how the number of project-funded staff, their proposed duties and time commitments are sufficient to achieve the proposed services and activities.
- b) Include wage and/or salary justifications, including but not limited to how salary rates or ranges were determined.
- c) Fringe benefit explanation. **This requirement only applies if fringe benefit expenses are budgeted.**
 - i. Identify and/or explain the expenses that make up fringe benefit costs. Typical fringe benefit costs can include worker's compensation insurance; unemployment insurance, health, dental, vision and/or life insurance; pension plan/retirement benefits; etc.
 - ii. If applicable, identify any positions that do not earn fringe benefits and/or that receive different benefit levels.
- d) Subcontractor/independent consultant use and fees/rates and costs.
 - i. Discuss the necessity of using each subcontractor and/or independent consultant. Explain what contributions their services and expertise will add to this project.
 - ii. Provide a justification for the fees/wages budgeted for **known/pre-identified** subcontractors (including independent consultants). Include information, such as, but not limited to, the subcontractor's or consultant's current pay rate, past wage/salary/fee history, standard industry rates paid for comparable/similar services. If applicable, explain other factors you used to determine the proposed pay levels such as notoriety in a specific field, possession of expert credentials, etc. that explain the reasonableness of the proposed costs/fees or wage rates.
 - iii. For **unknown/unidentified** subcontractors (including consultants), explain how you determined the amount to budget for each proposed subcontracted activity or function.
- e) Travel expense justification/explanation.

- i. If you propose travel expenses equal to \$50,000 or more in any budget period, itemize all major travel and per diem expenses. At a minimum, include an estimated number of trips, to and from destinations, length of travel per trip (i.e., number of days and nights), number of travelers and mode of transportation
- ii. **Note:** Travel reimbursement generally may not exceed the current rates paid to nonrepresented State employees.

Expenses exceeding current State rates must be explained and justified and are subject to prior CRWQCB, Lahontan Region approval. Request a copy of the State employee travel reimbursement rates if CRWQCB, Lahontan Region failed to attach the rates to the RFP.

State employees receive discounted lodging rates in many areas. In justifying per diem costs, indicate if you do not have access to discounted rates.

- iii. If travel expenses are less than \$50,000 in any budget period, briefly explain how you estimated your proposed travel costs.
- f) Other costs explanation. **This requirement only applies if “Other costs” are budgeted.**
- i. Itemize each expense item making up the “Other Costs” line item.
 - ii. Explain why each expense item is necessary. Also, explain how you determined the amount of each expense.
 - iii. If you offered any services or deliverables on a fixed price or lump sum or fixed-price basis, explain how you determined the price or cost.

j. Appendix section

Place the following documentation in the Appendix section of your proposal in the order shown below.

1) **Proof of Corporate status**

If the Proposer is a Corporation, submit a copy of your firm’s most current Certificate of Status issued by State of California, Office of the Secretary of State or submit a downloaded copy of your firm’s on-line status information from the California Business Portal website of California’s Office of the Secretary of State. Submit an explanation if you cannot submit this documentation. Unless otherwise specified, do not submit copies of your firm’s Bylaws or Articles of Incorporation

2) **Proof of Nonprofit status**

Nonprofit organizations must prove they are legally eligible to claim “nonprofit” and/or tax-exempt status by submitting a copy of an IRS determination letter indicating nonprofit or 501 (3)(c) tax-exempt status. Submit an explanation if you cannot supply this documentation.

3) **An organization chart**

The organizational chart must show the lines of authority and reporting relationships within your organization including the relationship between management and subcontractors and/or independent consultants, if any.

Audited statements are preferred, but not required. If you supply audited financial statements, all noted audit exceptions must be explained. CRWQCB, Lahontan Region will accept financial statements prepared by your financial accounting department, accounting firm or an auditing firm. A statement signed by your Chief

Financial Officer certifying that the financial statements are accurate and complete must accompany all financial statements.

4) Staff resumes

Resume specifications appear in the Project Personnel section. To the extent possible, resumes should not include personal information such as a social security number, home address, home telephone number, home email address, marital status, sex, birth date, age, etc.

5) Subcontractor/Consultant resumes

Submit a resume for each pre-identified subcontractor or independent consultant, if any, as discussed in the Project Personnel section. To the extent possible, resumes should not include personal information such as a social security number, home address, home telephone number, home email address, marital status, sex, birth date, age, etc.

6) Subcontractor/Consultant letters of agreement

For each pre-identified subcontractor and independent consultant that will be used to perform services under the resulting contract, submit a letter of agreement to work on this project.

A letter of agreement must be signed by an official representative of each subcontracted firm or independent consultant, indicating his or her acknowledgement of being named as a subcontractor or consultant, their availability to work on this project and acknowledgement that they have read or been made aware of the proposed contract terms, conditions and exhibits. Include an explanation if you cannot obtain a letter of agreement from each pre-identified subcontractor and consultant and indicate when a letter of agreement will be forthcoming.

k. Forms section

Complete, sign and include the forms/attachments listed below. When completing the attachments, follow the instructions in this section and any instructions appearing on the attachment. After completing and signing the applicable attachments, assemble them in the order shown below.

Attachment and/or Documentation	Instructions
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Attachment and/or Documentation	Instructions
2 - Required Attachment / Certification Checklist	<p>1) Check each item with “Yes” or “N/A”, as applicable, and sign the form. If necessary, explain your responses.</p> <p>2) If a proposer marks “Yes” or “N/A” and makes any notation on the checklist and/or attaches an explanation to the checklist to clarify their choice, CRWQCB, Lahontan Region considers this a “qualified response.” Any “qualified response”, determined by CRWQCB, Lahontan Region to be unsatisfactory or insufficient to meet a requirement, may cause a proposal to be deemed nonresponsive.</p>
3 - Client References	Identify three (3) clients you have serviced within the past five years that can confirm their satisfaction with your services and confirm if your firm provided timely and effective services or deliverables. If possible, identify clients whose needs were similar in scope and nature to the services sought in this RFP. List the most recent first.
4 - RFP Clause Certification	Complete and sign this form indicating your willingness and ability to comply with the contract certification clauses appearing in the RFP section entitled, “Bid Requirements and Information,” subsection “Bidding Certification Causes.”
5 - CCC 304 - Certification	Complete and sign this form indicating your willingness and ability to comply with the Contractor Certification Clauses appearing in this Attachment. The attachment supplied in this solicitation represents only a portion of the contractor information in this document. Visit this web site to view the entire document: http://www.ols.dgs.ca.gov/Standard+Language/default.htm .
6 - Payee Data Record	Complete and return this form, <u>only</u> if you have not previously entered a contract with CRWQCB, Lahontan Region. If uncertain, complete and return the form.
7 – Follow-on Consultant Contract Disclosure	Complete and sign this form. If applicable, attach to this form the appropriate disclosure information.
8a - Actual DVBE Participation and applicable DVBE certification(s) and/or 8b - Good Faith Effort with required documentation	Read and carefully follow the completion instructions in Attachment 9. Attach the documentation that is required for the form(s) you choose to submit. One and/or both of these two forms may be required. Submission of these forms only applies to contract awards that equal \$10,000 or more for the entire contract term.

Attachment and/or Documentation	Instructions
9 - Target Area Contract Preference Act Request	Complete and return this form, <u>only</u> if your firm is based in California, your total bid is \$100,000 or more, CRWQCB, Lahontan Region has not pre-set any part of the work location, and you wish to apply for TACPA preference.
10 - Enterprise Zone Act (EZA) Preference Request	Complete and return this form, <u>only</u> if your firm is based in California, the total bid offered is \$100,000 or more, no part of the work location has been preset by CRWQCB, Lahontan Region and you wish to apply for EZA preference.

J. Proposal Submission

1. General Instructions

This RFP is for two separate projects and Proposers who wish to submit proposals for both projects should submit separate, independent proposals for each. Each proposal submitted must clearly identify the RFP number on the envelope. Each proposal must meet the following requirements.

- Assemble an original and five (5) copies of your proposal together. Place the proposal set marked "Original" on top, followed by the five (5) extra copies.
- Place all proposal copies in a single envelope or package, if possible. Seal the envelope or package.

If you submit more than one envelope or package, carefully label each one as instructed below and mark on the outside of each envelope or package "1 of **X**", "2 of **X**", etc.

- Mail or arrange for hand delivery of your proposal to the CRWQCB, Lahontan Region. Proposals may not be transmitted electronically by fax or email.
- The CRWQCB, Lahontan Region must receive your proposal, regardless of postmark or method of delivery, by **4:00 p.m. on November 15, 2005**. Late proposals will not be reviewed or scored.
- Label and submit your proposal using one of the following methods.

Hand Delivery or Overnight Express:	U.S. Mail:
Proposal RFP XX-XXXXX CRWQCB, Lahontan Region 2501 Lake Tahoe Boulevard South Lake Tahoe, CA 96150 Attention: Mr. Doug Smith	Proposal RFP XX-XXXXX CRWQCB, Lahontan Region 2501 Lake Tahoe Boulevard South Lake Tahoe, CA 96150 Attention: Mr. Doug Smith

- Proposer warning**

CRWQCB, Lahontan Region internal processing of U.S. mail may add 48 hours or more to the delivery time. If you mail your proposal, consider using certified or registered mail and request a receipt upon delivery.

2. Proof of timely receipt

- a. CRWQCB, Lahontan Region staff will log and attach a date/time stamped slip or bid receipt to each proposal package/envelope received. If a proposal envelope or package is hand delivered, CRWQCB, Lahontan Region staff will give a bid receipt to the hand carrier upon request.
- b. To be timely, CRWQCB, Lahontan Region must receive each proposal at the stated delivery address no later than 4:00 p.m. on the proposal submission due date. Neither delivery to the department's mailroom or a U.S. postmark will serve as proof of timely delivery.
- c. CRWQCB, Lahontan Region will deem late proposals nonresponsive.

3. Proposer costs

Proposers are responsible for all costs of developing and submitting a proposal. Such costs cannot be charged to CRWQCB, Lahontan Region or included in any cost element of a Proposer's price offering.

K. Evaluation and Selection

A multiple stage evaluation process will be used to review and/or score technical proposals. CRWQCB, Lahontan Region will reject any proposal that is found to be nonresponsive at any stage of evaluation.

1. Stage 1 – Required Attachment / Certification Checklist review

- a. Shortly after the proposal submission deadline, CRWQCB, Lahontan Region staff will convene to review each proposal for timeliness, completeness and initial responsiveness to the RFP requirements. This is a pass/fail evaluation.
- b. In this review stage, CRWQCB, Lahontan Region will compare the contents of each proposal to the claims made by the Proposer on the Required Attachment / Certification Checklist to determine if the Proposer's claims are accurate.
- c. If deemed necessary, CRWQCB, Lahontan Region may collect additional documentation (i.e., missing forms, missing data from RFP attachments, missing signatures, etc.) from a Proposer to confirm the claims made on the Required Attachment / Certification Checklist and to ensure that the proposal is initially responsive to the RFP requirements.
- d. If a Proposer's claims on the Required Attachment / Certification Checklist cannot be proven or substantiated, the proposal will be deemed nonresponsive and rejected from further consideration.

2. Stage 2 – Narrative proposal evaluation/scoring

- a. Proposals that appear to meet the basic format requirements, initial qualification requirements and contain the required documentation, as evidenced by passing the Stage 1 review, will be submitted to a rating committee.

The raters will individually and/or as a team review, evaluate and numerically score proposals based on the proposal's adequacy, thoroughness, and the degree to which it complies with the RFP requirements.

- b. CRWQCB, Lahontan Region will use the following scoring system to assign points. Following this chart is a list of the considerations that raters may take into account when assigning individual points to a technical proposal.

Points	Interpretation	General basis for point assignment
0	Inadequate	Proposal response (i.e., content and/or explanation offered) is inadequate or does not meet CRWQCB, Lahontan Region needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
1	Barely Adequate	Proposal response (i.e., content and/or explanation offered) is barely adequate or barely meets CRWQCB, Lahontan Region needs/requirements or expectations. The omission(s), flaw(s), or defect(s), are inconsequential and acceptable.
2	Fully Adequate	Proposal response (i.e., content and/or explanation offered) is fully adequate or fully meets CRWQCB, Lahontan Region needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and acceptable.
3	Excellent or Outstanding	Proposal response (i.e., content and/or explanation offered) is above average or exceeds CRWQCB, Lahontan Region needs/requirements or expectations. Minimal weaknesses are acceptable. Proposer offers one or more enhancing feature, method or approach that will enable performance to exceed our basic expectations.

- c. In assigning points for individual rating factors, raters may consider issues including, but not limited to, the extent to which a proposal response:
- 1) Is lacking information, lacking depth or breadth or lacking significant facts and/or details, and/or
 - 2) Is fully developed, comprehensive and has few if any weaknesses, defects or deficiencies, and/or
 - 3) Demonstrates that the Proposer understands CRWQCB, Lahontan Region needs, the services sought, and/or the contractor's responsibilities, and/or
 - 4) Illustrates the Proposer's capability to perform all services and meet all scope of work requirements, and/or
 - 5) If implemented, will contribute to the achievement of CRWQCB, Lahontan Region goals and objectives, and/or
 - 6) Demonstrates the Proposer's capacity, capability and/or commitment to exceed regular service needs (i.e., enhanced features, approaches, or methods; creative or innovative business solutions).

- d. Below are the point values and weight values for each rating category that will be scored.

- 1) Proposals, excluding the Cost section, will be scored on a scale of 0 to X.XX points, as follows. Points for each rating category are determined by means of the rating factors listed in Section K of this RFP. Proposers for Project 1 and Project 2 will be scored differently with respect to the Proposer Capability Rating Category

<u>Rating Category</u>	<u>Relative Points</u>	<u>X</u>	<u>Weight</u>	<u>=</u>	<u>Total</u>
Executive Summary	XX/18	X	0.5	=	0.XX
Proposer For Project 1	XX/30	X	1.5	=	X.XX
Capability For Project 2	XX/24	X	1.5	=	X.XX
Work Plan	XX/21	X	4.0	=	X.XX
Management Plan	XX/15	X	2.0	=	X.XX
Project Personnel	XX/12	X	1.5	=	X.XX
Facilities and Resources	XX/6	X	0.5	=	0.XX
Grand Total					XX.XX (Max= 10.00)

- 2) CRWQCB, Lahontan Region will consider a proposal technically deficient and nonresponsive if the proposal earns a score that is less than 3.50 points. Nonresponsive proposals will not advance to Stage 3.

3. Stage 3 – Oral Interview

CRWQCB, Lahontan Region intends to conduct oral interviews with the top four (4) highest scoring Proposers. CRWQCB, Lahontan Region may, at its discretion, choose not to conduct oral interviews. The purpose of the oral interview is to assess and/or confirm:

- The Proposer's understanding of CRWQCB, Lahontan Region needs and the overall importance of the project.
- The Proposer's commitment to provide quality services in a timely manner.
- The Proposer's willingness and ability to establish effective working relationships with State staff.
- The capabilities and strengths of the Proposer's management team.
- The soundness and strengths of the Proposer's approach to accomplish the objectives and manage the project to ensure successful completion of all Scope of Work requirements.

If oral interviews are held, CRWQCB, Lahontan Region will evaluate the results of each oral presentation on a competitive basis by comparing the oral presentation responses of one proposer to those of another proposer. Proposers may earn a maximum of 6.0 points for the oral interview stage. The earned oral interview points will be added to the Technical Proposal Score in the final score calculation.

If CRWQCB, Lahontan Region chooses to conduct oral interviews, the length of each interview should not exceed 1½ hour(s). CRWQCB, Lahontan Region anticipates that interviews will be held in South Lake Tahoe, CA on December 6 and 8, 2005. In addition to the Proposer's official authorized representative(s), CRWQCB, Lahontan Region may request the presence of primary and/or key project personnel to attend the interview. If applicable, CRWQCB, Lahontan Region will mail or fax specific interview requirement information to each the affected Proposers.

4. Stage 4 – Scoring the Cost section

- a. Proposers who participated in Stage 3 will have the Cost section of their proposal scored and/or evaluated according to the multi-phase cost scoring process described herein.
- b. The rating team will evaluate the merits and effectiveness of the Cost section of each proposal and assign cost points as described below. A total of 27 points can be earned in the cost evaluation phase.

Cost Section Rating Factors	Points Possible	Points Earned
Upon reviewing the Budget Detail Work Sheets, has the Proposer made a good use of the contract funds?	3	
Upon reviewing the Budget Detail Work Sheets, did the Proposer allocate sufficient funds to each of the budgeted line items?	3	
Upon reviewing the Budget Detail Work Sheets, did the Proposer allocate sufficient funds to support the major program objectives or elements?	3	
Upon reviewing the Budget Detail Work Sheets, are the amounts allocated to the individual line items reasonable with none of the line item totals appearing to be excessive?	3	
Do the budget justifications and explanation supplied by the Proposer show that the costs are reasonable and/or appropriate?	3	
Upon reviewing the proposed salary/wage rates for in-house and subcontracted personnel, do the rates appear to be reasonable based upon the assigned level of responsibility and/or the person's salary history?	3	
Is there an appropriate fiscal balance between the costs allocated for in-house staff versus subcontracted personnel?	3	
Does it appear that the proposer's Total Operating costs are reasonable and have been kept to a minimum?	3	
To what extent are the proposed "Travel" expenses reasonable (i.e., only necessary travel is scheduled, and the travel rates are reasonable)? Full points will be earned even if no travel expenses will be incurred.	3	
Cost Evaluation Score	Points earned = ____	

- c. Following the cost evaluation phase, each proposer's cost shall be converted to a point score using the pre-defined formula shown below to arrive at a total cost score.

$$(XX/27) \times 4 = \text{Total cost score}$$

5. Stage 5 – Combining Narrative Proposal Score and Cost Section Score

CRWQCB, Lahontan Region will combine the narrative proposal score to the final Cost section score and will tentatively identify the firm with the highest combined proposal score from each of the earlier evaluation stage(s).

6. Stage 6 – Adjustments to Score Calculations for Bidding Preferences

- a. CRWQCB, Lahontan Region will determine which firms, if any, are eligible to receive a bidding preference (i.e., small business TACPA and/or EZA).
- b. To confirm the identity of the highest scored responsive Proposer, CRWQCB, Lahontan Region will adjust the total proposal costs for applicable claimed preference(s) and will readjust the Cost score of those Proposers eligible for bidding preferences. CRWQCB, Lahontan Region will apply preference adjustments to eligible Proposers according to State regulations following verification of eligibility with the appropriate office of the Department of General Services. More information about the allowable bidding preferences appears in the RFP section entitled, "Preference Programs."

7. Stage 7 – Final Score Calculation

CRWQCB, Lahontan Region will use the formula shown below to calculate final proposal scores and to determine the highest scored proposal.

- a. Narrative Proposal Score (includes oral interview) Technical Score (Max. Score = 16)
- b. Cost Section Score (based on cost effectiveness) Cost Score (Max. Score = 4)
- c.

Technical Score	
+ Cost Score	
= <u>Total Point Score</u>	(Max. Score = 20)

L. Narrative Proposal Rating Factors

Raters will use the following criteria to score the narrative portion of each proposal.

1. Executive Summary

Executive Summary Rating Factors [Not to exceed 3 pages]	Points Possible	Points Earned
To what extent did the Proposer express, in its own words, its understanding of CRWQCB, Lahontan Region needs and the importance of this project?	3	
To what extent did the Proposer summarize its work plan and approach to addressing the required tasks?	3	
To what extent did the Proposer demonstrate the tangible results that it expects to achieve?	3	
To what extent did the Proposer express a sincere commitment to perform this work in an efficient and timely manner?	3	
To what extent did the Proposer demonstrate that it can effectively integrate this project into its current obligations and existing workload?	3	
To what extent did the proposer adequately explain why it should be chosen to undertake this project at this time?	3	
Executive Summary Score _____ Points earned _____		

2. Proposer Capability

Proposer Capability Rating Factors	Points Possible	Points Earned
Upon reviewing the Proposer's description of its business history, to what extent are the Proposing firm's goals relevant, closely related, or will their goals complement this project?	3	

Proposer Capability Rating Factors	Points Possible	Points Earned
For Project 1 Proposers, from the experience described in its proposal, to what extent does the Proposer possess knowledge and/or experience developing TMDLs, TMDL wasteload and load allocations, TMDL implementation plans, pollution reduction measures, or natural resource management plans with public participation, including developing load reduction or related tracking systems. Proposers should indicate how knowledge and skills developed in previous related work will be applied.	3	
For Project 1 Proposers, from the experience described in its proposal, to what extent does the Proposer possess familiarity with Lake Tahoe issues, TMDL program, Regional Plan, Environmental Improvement Program development and implementation, and associated issues? For this criterion, reviewers will rate Proposers' experience and breadth of knowledge in Lake Tahoe water quality management and knowledge of local environmental issues, agencies, and stakeholders.	3	
For Project 1 Proposers, from the experience described in its proposal, to what extent does the Proposer possess the ability to assemble a diverse project team including members and/or the ability to partner with other entities (contractors, agencies, academic institutions, etc) with direct local experience?	3	
For Project 1 Proposers, from the experience described in its proposal, to what extent does the Proposer possess ability to conduct public participation and/or inter-agency, multi-party facilitation processes, to provide educational materials and facilities (e.g. websites, audiovisual and other presentational materials, etc.) and ability to provide local, on-site presence and resources in support of a planning process? Specific resources being sought include: physical facilities at which project-related staff, equipment, and documents may be housed and maintained.	3	
For Project 1 Proposers, from the experience described in its proposal, to what extent does the Proposer possess familiarity with: mathematical modeling of natural resource processes in support of environmental management/decision-making; land use planning/ordinance development; development of stormwater master plans or stormwater pollution prevention plans; nonpoint source pollution control; and/or water quality improvement project design?	3	
For Project 1 Proposers, from the experience described in its proposal, to what extent does the Proposer possess the ability to deliver complex, time-critical products within proposed timeframes?	3	
For Project 2 Proposers, from the experience described in its proposal, to what extent does the Proposer possess knowledge and/or experience researching, developing and/or implementing water quality or other environmental (e.g. carbon, land coverage, ecosystem restoration, etc) trading mechanisms, with special emphasis on air and water pollution and interactions between these media? Proposers should indicate how knowledge and skills developed in previous related work will be applied.	3	
For Project 2 Proposers, from the experience described in its proposal, to what extent does the Proposer possess familiarity with Lake Tahoe issues, TMDL program, Regional Plan, Environmental Improvement Program development and implementation, and associated issues? For this criterion, reviewers will rate Proposers' experience and breadth of knowledge in Lake Tahoe water quality management and knowledge of local environmental issues, agencies, and stakeholders.	3	
For Project 2 Proposers, from the experience described in its proposal, to what extent does the Proposer possess familiarity with: mathematical modeling of natural resource processes in support of environmental management and decision-making?	3	

Proposer Capability Rating Factors	Points Possible	Points Earned
For Project 2 Proposers, from the experience described in its proposal, to what extent does the Proposer possess the ability to deliver complex, time-critical products within proposed timeframes?	3	
Based on a review of the Proposer's information about its prior accounts or work projects in the past 3 years, to what extent did the Proposer demonstrate that it has performed services that were similar in nature or closely related to the RFP Scope of Work?	3	
To what extent did the Proposer's prior clients, as a whole, confirm their satisfaction with the Proposer's past work and did those clients indicate that they would use the Proposer's services again?	3	
To what extent did the Proposer's prior clients confirm the Proposer's ability to deliver timely and effective services and deliverables?	3	
Proposer Capability Score	For Project 1 Proposers, ____ Points earned ____	
	For Project 2 Proposers, ____ Points earned ____	

3. Work Plan

Work Plan Rating Factors	Points Possible	Points Earned
To what extent are the Proposer's overall approaches and/or methods comprehensive and/or technically sound?	3	
To what extent did the Proposer offer a rational basis for choosing its particular approaches and methods (i.e., proven success or past effectiveness)?	3	
To what extent are the proposed procedures, methods and approaches appropriate and reasonable (i.e., if implemented are they likely to produce the desired results)?	3	
To what extent does the Proposer describe in detail the specific actions (i.e., tasks/activities and functions) that the Proposer will perform to fulfill all scope of work requirements?	3	
To what extent will the Proposer perform the tasks/activities and functions in a logical order?	3	
To what extent are the proposed performance time lines realistic and achievable?	3	
To what extent did the Proposer adequately demonstrate how it will measure and/or prove the completion of major tasks and/or products (i.e., identification of key events/outcomes or deliverables)?	3	
Work Plan Score	____ Points earned ____	

4. Management Plan

Management Plan Rating Factors	Points Possible	Points Earned
Does the Proposer include a Project Management Plan that includes a process, with timelines and milestones, by which project tasks and products will be accomplished and integrated?	3	

Management Plan Rating Factors	Points Possible	Points Earned
To what extent has the Proposer demonstrated its capability to effectively coordinate, manage and monitor the efforts of assigned staff (including subcontractors and consultants) to ensure that work is effectively completed and timely?	3	
Upon reviewing the Proposer's description of its fiscal accounting processes and budgetary controls, to what extent do the fiscal processes and controls appear adequate to ensure: 1) the responsible use and management of contract funds and accurate invoicing, 2) that the Proposer properly accounts for state project costs to ensure that only appropriate costs are billed to CRWQCB, Lahontan Region, 3) that the Proposer has appropriate fiscal reporting and fiscal monitoring capabilities to ensure contract funds are managed responsibly, and 4) that the Proposer has demonstrated that it will maintain appropriate documentation to prove, support or substantiate the expenses invoiced to CRWQCB, Lahontan Region (0.75 points each)?	3	
Upon reviewing the Proposer's organization chart in the Appendix Section, to what extent is the Proposer's organizational structure sound with distinct lines of authority and reporting relationships between management and all staff including subcontractors and independent consultants?	3	
Does the Proposer include a Project Management Plan that allows for adequate review and comment on products?	3	
Management Plan Score		Points earned

5. Project Personnel

Project Personnel Rating Factors	Points Possible	Points Earned
To what extent does the proposed staffing plan in the Project Personnel section include: 1) appropriate position titles for all proposed employees; 2) number of personnel and FTE in each position, 3) monthly salary rates or wage ranges for each position title, 4) a job description or duty statement for each position title or classification, and 5) key staff persons (and their resumes) with primary responsibility for managing, directing, overseeing and/or coordinating the work of assigned staff, subcontractors and/or independent consultants and who will maintain effective communications with CRWQCB, Lahontan Region (i.e., Project or Program Manager, Project or Program Director, Contract Manager, etc.)?	3	
To what extent does the Project Personnel section describe the administrative policies or procedures the Proposer will use to ensure that the Proposer will recruit and select well-qualified, competent, and experienced in-house staff, subcontractors and/or independent consultants?	3	
To what extent does the Project Personnel section describe the procedures the Proposer will use to ensure that vacancies are filled expeditiously and that services are continued despite the presence of vacancies.	3	

Project Personnel Rating Factors	Points Possible	Points Earned
If subcontractors (including independent consultants) will be used to perform contract services, to what extent does the Project Personnel section state if the Proposer has pre-identified appropriate firms/persons to perform the work (in which case, has the Proposer provided required information concerning the subcontractor and/or independent consultant), or state that the Proposer will recruit them later (and, if so, that process that will be used to obtain approval of their selection is appropriate). [Note: If Proposers do not intend to use subcontractors (including independent consultants) to perform contract services, this rating factor will not be included in the determination of the Proposers' Project Personnel Score.]	3	
Project Personnel Score	____ Points earned	_____

6. Facilities and Resources

Facilities and Resources Rating Factors	Points Possible	Points Earned
To what extent does the Proposer have access to office facilities that are sufficient to enable performance of the scope of work, or is the Proposer willing to occupy facilities that may be provided for the Proposer's use?	3	
To what extent does the Proposer have access to adequate support services and other resources that are needed to ensure successful performance?	3	
Facilities and Resources Score	____ Points earned	_____

M. Bid Requirements and Information

1. Nonresponsive proposals

In addition to any condition previously indicated in this RFP, the following occurrences **may** cause CRWQCB, Lahontan Region to deem a proposal nonresponsive.

- a. Failure of a Proposer to:
 - 1) Meet DVBE participation goals or to demonstrate that a substantial Good Faith Effort (GFE) was made to meet those goals.
 - 2) Meet proposal format/content or submission requirements including, but not limited to, the sealing, labeling, packaging and/or timely and proper delivery of proposals.
 - 3) Pass the Required Attachment / Certification Checklist review (i.e., by not marking "Yes" to applicable items or by not appropriately justifying, to CRWQCB, Lahontan Region satisfaction, all "N/A" designations).
- b. If a Proposer submits a proposal that is conditional, materially incomplete or contains material defects, alterations or irregularities of any kind.
- c. If a Proposer supplies false, inaccurate or misleading information or falsely certifies compliance on any RFP attachment.
- d. If CRWQCB, Lahontan Region discovers, at any stage of the bid process or upon contract award, that the Proposer is unwilling or unable to comply with the contract terms, conditions and exhibits cited in this RFP or the resulting contract.

- e. If other irregularities occur in a proposal response that is not specifically addressed herein (i.e., the Proposer places any conditions on performance of the scope of work, submits a counter proposal, etc.).

2. Proposal modifications after submission

- a. All proposals are to be complete when submitted. However, an entire proposal may be withdrawn and the Proposer may resubmit a new proposal.
- b. To withdraw and/or resubmit a new proposal, follow the instructions appearing in the RFP section entitled, "Withdrawal and/or Resubmission of Proposals."

3. Proposal mistakes

If prior to contract award, award confirmation, or contract signing, a proposer discovers a mistake in their proposal and/or cost offering that renders the proposer unable or unwilling to perform all scope of work services as described in its proposal response for the price/costs offered, the proposer must immediately notify CRWQCB, Lahontan Region and submit a written request to withdraw its proposal. Withdrawal instructions appear below.

4. Withdrawal and/or Resubmission of Proposals

- a. Withdrawal deadlines

A proposer may withdraw a proposal at any time before the proposal submission deadline.

- b. Submitting a withdrawal request

- 1) Submit a written withdrawal request, signed by an authorized representative of the Proposer.
- 2) Label and submit the withdrawal request using one of the following methods.

U.S. Mail, Hand Delivery or Overnight Express:	Fax:
Withdrawal RFP XX-XXXXX CRWQCB, Lahontan Region 2501 Lake Tahoe Boulevard South Lake Tahoe, CA 96150 Attention: Mr. Doug Smith	Withdrawal RFP XX-XXXXX CRWQCB, Lahontan Region 2501 Lake Tahoe Boulevard South Lake Tahoe, CA 96150 Attention: Mr. Doug Smith Fax No: (530) 544-2271

- 3) Proposers must call (530) 542-5453 to confirm receipt of a faxed withdrawal request. Follow-up the faxed request by mailing or delivering the signed original withdrawal request within 24 hours after submitting a faxed request.

An originally signed withdrawal request is generally required before CRWQCB, Lahontan Region will return a proposal to a Proposer. CRWQCB, Lahontan Region may grant an exception if the Proposer informs CRWQCB, Lahontan Region that a new or replacement proposal will immediately follow the withdrawal.

c. Resubmitting a proposal

After withdrawing a proposal, Proposers may resubmit a new proposal according to the proposal submission instructions. Replacement proposals must be received at the stated place of delivery by the proposal due date and time.

5. Contract award and protests

a. Contract award

- 1) Award of the contract, if awarded, will be to the responsive and responsible Proposer, who earns the highest total score. The highest scored proposal will be determined after CRWQCB, Lahontan Region adjusts Proposer scores for applicable bidder preferences.
- 2) CRWQCB, Lahontan Region shall award the contract for each project only after CRWQCB, Lahontan Region posts a Notice of Intent to Award for five (5) working days. CRWQCB, Lahontan Region expects to post the Notice of Intent to Award before the close of business on December 15, 2005 in a Contract Award Notices Binder which will be available for viewing by the public during normal business hours, at the following location:

CRWQCB, Lahontan Region
Tahoe TMDL Unit
2501 Lake Tahoe Boulevard
South Lake Tahoe, CA 96150
- 3) CRWQCB, Lahontan Region will mail or fax a written notification and/or a copy of the Notice of Intent to Award to all firms that submitted a proposal.
- 4) CRWQCB, Lahontan Region will confirm the contract award to the winning Proposer after the protest deadline, if no protests are filed or following the Department of General Service's resolution of all protests. CRWQCB, Lahontan Region staff may confirm an award verbally or in writing.

b. Settlement of ties

In the event of a precise highest score tie between a certified small business and a certified DVBE, the contract will be awarded to the DVBE per Government Code Section 14838(f) et seq.

CRWQCB, Lahontan Region will settle all other tied total scores by making an award to the Proposer who earns the highest score on their narrative proposal (e.g., Technical Proposal). If narrative proposal (e.g., Technical Proposal) scores are also tied, CRWQCB, Lahontan Region will settle the tie in a manner that CRWQCB, Lahontan Region determines to be fair and equitable (e.g., coin toss, lot drawing, etc.). In no event will CRWQCB, Lahontan Region settle a tie by dividing the work among the tied Proposers.

c. Protests

1) Who can protest

Any proposer who submits a proposal may file protest if the Proposer believes its proposal is responsive to all RFP requirements.

2) Grounds for protests

Protests are limited to the grounds described in Public Contract Code (PCC) Section 10345. CRWQCB, Lahontan Region will not make an award until all protests are withdrawn by the protestant, denied, or resolved to the satisfaction of the Department of General Services (DGS).

3) Protest time lines

- a. Eligible Proposers may file a first and quite brief "Notice of Intent to Protest" within five working days after CRWQCB, Lahontan Region posts the Notice of Intent to Award.
- b. Within five calendar days after filing a "Notice of Intent to Protest", the protestant must file a full and complete written protest statement identifying the specific grounds for the protest. The statement must contain, in detail, the reasons, law, rule, regulation, or practice that the protestant believes CRWQCB, Lahontan Region has improperly applied in awarding the contract.

4) Submitting a protest

Protests must be filed with both the Department of General Services and the California Regional Water Quality Control Board, Lahontan Region. You may hand deliver, mail or fax your protest.

Label, address and submit the initial protest notice and detailed protest statement using one of the following methods.

U.S. Mail, Hand Delivery or Overnight Express:	Fax:
Protest to SWRCB RFP XX-XXXXX CRWQCB, Lahontan Region 2501 Lake Tahoe Boulevard South Lake Tahoe, CA 96150 Attention: Mr. Doug Smith	Protest to CRWQCB, Lahontan Region RFP XX-XXXXX Attention: Mr. Doug Smith FAX: (530) 544-2271
Protest to SWRCB IFB XX-XXXXX Dept. of General Services Office of Legal Services Attention: Protest Coordinator 707 Third Street, 7 th Floor, Suite 7-330 P.O. Box 989052 West Sacramento, CA 95798-9052	RFP XX-XXXXX Department of General Services Office of Legal Services FAX: (916) 376-5088

For faxed protests

Faxed protests must be followed-up by sending an original signed protest, with all supporting material, within one (1) calendar week of submitting the faxed protest.

Call the telephone numbers below to confirm your fax transmission:

Department of General Services (916) 376-5080
CRWQCB, Lahontan Region (530) 542-5453

6. Disposition of proposals

- a. All materials submitted in response to this RFP will become the property of the CRWQCB, Lahontan Region and, as such, are subject to the Public Records Act (GC Section 6250, et seq.). CRWQCB, Lahontan Region will disregard any language purporting to render all or portions of any proposal confidential.
- b. Upon posting of a Notice of Intent to Award, all documents submitted in response to this RFP and all documents used in the selection process (e.g., review checklists, scoring sheets, letters of intent, etc.) will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public. However, proposal contents, proposer correspondence, selection working papers, or any other medium shall be held in the strictest confidence until the Notice of Intent to award is posted.
- c. CRWQCB, Lahontan Region may return a proposal to a Proposer at their request and expense after CRWQCB, Lahontan Region concludes the bid process.

7. Inspecting or obtaining copies of proposals

- a. Who can inspect or copy proposal materials

Any person or member of the public can inspect or obtain copies of any proposal materials.

- b. What can be inspected / copied and when

1. After CRWQCB, Lahontan Region releases the RFP, any existing Proposers List (i.e., list of firms to whom the RFP is sent) is considered a public record and will be available for inspection or copying.
- 1) On or after CRWQCB, Lahontan Region posts the Notice of Intent to Award, all proposals, Proposers list, conference sign-in/attendance sheet, letters of intent, checklists and/or scoring/evaluation sheets become public records. These records shall be available for review, inspection and copying during normal business hours.

- c. Inspecting or obtaining copies of proposal materials

Persons wishing to view or inspect any proposal or award related materials must identify the items they wish to inspect and must make an inspection appointment by contacting **Mr. Doug Smith** at **(530) 542-5453**

Persons wishing to obtain copies of proposal materials may visit CRWQCB, Lahontan Region or mail a written request to the CRWQCB, Lahontan Region office identified below. The requestor must identify the items they wish to have copied. Materials will not be released from State premises for the purposes of making copies.

Unless waived by CRWQCB, Lahontan Region, a check covering copying and/or mailing costs must accompany the request. Copying costs, when applicable, are charged at a rate of **ten cents** per page. CRWQCB, Lahontan Region will fulfill all copy requests as promptly as possible. Submit copy requests as follows:

Request for Copies - RFP XX-XXXXX

Mr. Doug Smith
CRWQCB, Lahontan Region
2501 Lake Tahoe Boulevard
South Lake Tahoe, CA 96150

8. Verification of Proposer information

By submitting a proposal, Proposers agree to authorize CRWQCB, Lahontan Region to:

- a. Verify any and all claims made by the Proposer including, but not limited to verification of prior experience and the possession of other qualification requirements, and
- b. Check any reference identified by a Proposer or other resources known by the State to confirm the Proposer's business integrity and history of providing effective, efficient and timely services.

9. CRWQCB, Lahontan Region rights

In addition to the rights discussed elsewhere in this RFP, CRWQCB, Lahontan Region reserves the following rights.

a. RFP corrections

- 1) CRWQCB, Lahontan Region reserves the right to do any of the following up to the proposal submission deadline:

- a) Modify any date or deadline appearing in this RFP or the RFP Time Schedule.
- b) Issue clarification notices, addenda, alternate RFP instructions, forms, etc.
- c) Waive any RFP requirement or instruction for all proposers if CRWQCB, Lahontan Region determines that the requirement or instruction was unnecessary, erroneous or unreasonable. If deemed necessary by CRWQCB, Lahontan Region. CRWQCB, Lahontan Region may also waive any RFP requirement or instruction after the proposal submission deadline.
- d) Allow Proposers to submit questions about any RFP change, correction or addenda. If CRWQCB, Lahontan Region allows such questions, specific instructions will appear in the cover letter accompanying the document.
- e) If this RFP is clarified, corrected, or modified, CRWQCB, Lahontan Region will mail or fax written clarification notices and/or RFP addenda to all persons/firms to whom CRWQCB, Lahontan Region sent this RFP.

b. Collecting information from Proposers

- 1) If deemed necessary, SWRCB may request a Proposer to submit additional documentation during or after the proposal review and evaluation process. CRWQCB, Lahontan Region will advise the Proposers orally, by fax or in writing of the documentation that is required and the time line for submitting the documentation. CRWQCB, Lahontan Region will follow-up oral instructions in writing by fax or mail. Failure to submit the required documentation by the date and time

indicated may cause CRWQCB, Lahontan Region to deem a proposal nonresponsive.

- 2) CRWQCB, Lahontan Region at its sole discretion, reserves the right to collect, by mail, fax or other method; the following omitted documentation and/or additional information.
 - a) Signed copies of any form submitted without a signature.
 - b) Data or documentation omitted from any submitted RFP attachment/form.
 - c) Information/material needed to clarify or confirm certifications or claims made by a Proposer.
 - d) Information/material or form needed to correct or remedy an immaterial defect in a proposal.
 - 3) The collection of proposer documentation may cause CRWQCB, Lahontan Region to extend the date for posting the Notice of Intent to Award. If CRWQCB, Lahontan Region changes the posting date, CRWQCB, Lahontan Region will advise the Proposers, orally or in writing, of the alternate posting date.
- c. Immaterial proposal defects
- 1) CRWQCB, Lahontan Region may waive any immaterial defect in any proposal and allow the Proposer to remedy those defects. CRWQCB, Lahontan Region reserves the right to use its best judgment to determine what constitutes an immaterial deviation or defect.
 - 2) CRWQCB Lahontan Region waiver of an immaterial defect in a proposal shall in no way modify this RFP or excuse a Proposer from full compliance with all bid requirements.
- d. Correction of clerical or mathematical errors
- 1) CRWQCB, Lahontan Region reserves the right, at its sole discretion, to overlook, correct or require a Proposer to remedy any obvious clerical or mathematical errors occurring in the narrative portion of a proposal, on a Cost Proposal form or on a Budget Detail Work Sheet.
 - 2) If the correction of an error results in an increase or decrease in the total price, CRWQCB, Lahontan Region shall give the Proposer the option to accept the corrected price or withdraw their proposal.
 - 3) Proposers may be required to initial corrections to costs and dollar figures on the Cost Proposal form or a Budget Detail Work Sheet if the correction results in an alteration of the annual costs or total cost offered.
 - 4) If a mathematical error occurs in a total or extended price and a unit price is present, CRWQCB, Lahontan Region will use the unit price to settle the discrepancy.
- e. Right to remedy errors

CRWQCB, Lahontan Region reserves the right to remedy errors caused by:

- 1) CRWQCB, Lahontan Region office equipment malfunctions or negligence by agency staff,
- 2) Natural disasters (i.e., floods, fires, earthquakes, etc.).

f. No contract award or RFP cancellation

The issuance of this RFP does not constitute a commitment by CRWQCB, Lahontan Region to award a contract. CRWQCB, Lahontan Region reserves the right to reject all proposals and to cancel this RFP if it is in the best interests of CRWQCB, Lahontan Region to do so.

g. Contract amendments after award

As provided in the Public Contract Code governing contracts awarded by competitive bid, the CRWQCB, Lahontan Region reserves the right to amend the contract after CRWQCB, Lahontan Region makes a contract award.

h. Proposed use of subcontractors and/or independent consultants

Specific subcontract relationships proposed in response to this RFP (i.e., identification of pre-identified subcontractors and independent consultants) shall not be changed during the procurement process or prior to contract execution. The pre-identification of a subcontractor or independent consultant does not affect CRWQCB, Lahontan Region right to approve personnel or staffing selections or changes made after the contract award.

i. Staffing changes after contract award

CRWQCB, Lahontan Region reserves the right to approve or disapprove changes in key personnel that occur after CRWQCB, Lahontan Region awards the contract.

N. Bidding Certification Clauses

1. Certificate of Independent Price Determination

a. The prospective proposer certifies that:

- 1) The prices in this bid or proposal have been arrived at independently without any consultation, communication or agreement with any other proposer, proposer or competitor for the purpose of restricting competition relating to:
 - a) The prices or costs offered,
 - b) The intention to submit a bid or proposal,
 - c) The methods or factors used to calculate the costs or prices offered.
- 2) The prices in this bid or proposal have not been and will not be knowingly disclosed by the proposer, directly or indirectly, to any other proposer or competitor before the bid/cost proposal opening date or date of contract award posting, unless otherwise required by law.
- 3) No attempt has been made or will be made by the proposer to induce any other firm or entity to submit or not to submit a bid or proposal for the purpose of restricting competition.

b. Each signature appearing on the documents contained in this bid package/proposal is considered to be a certification by the signatory that the signatory:

Is the person in the proposer's organization that is either responsible for determining the prices offered in this bid or proposal and/or is designated to complete the bid or proposal forms on behalf of the bidding firm, and the signatory has not participated and will not participate in any action contrary to all subsections of paragraph a.

2. Debarment and Suspension Certification

- a. The Contractor certifies to the best of its knowledge and belief, that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph a.2) of this certification; and
 - 4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
 - 5) It shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
 - 6) It will include a clause entitled "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- b. If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall submit an explanation to the program funding this contract.

3. Lobbying Restrictions and Disclosure

- a. The Contractor certifies, to the best of its knowledge and belief, that:
 - 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee

of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- 3) The Contractor shall require that the contents of this certification be collected from the recipients of all subawards, exceeding \$100,000, at all tiers (including subcontracts, subgrants, etc.) and shall be maintained for three years following final payment/settlement of those agreements.
- b. This certification is a material representation of fact upon which reliance was placed when this contract was made and/or entered into. The making of the above certification is a prerequisite for making or entering into this contract pursuant to 31 U.S.C. 1352 (45 CFR 93). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- c. The Standard Form-LLL may be obtained from various federal agencies, federally sponsored World Wide Web Internet sites

O. Preference Programs

To confirm the identity of the highest scored responsive Proposer, CRWQCB, Lahontan Region will adjust the total point score for applicable claimed preference(s). CRWQCB, Lahontan Region will apply preference adjustments to eligible Proposers according to State regulations following verification of eligibility with the appropriate office of the Department of General Services.

1. Small Business Enterprises (including Microbusinesses)

- a. Responsive and responsible California proposers claiming preference and verified as a certified small business (including microbusiness) in a relevant business type will be granted a preference of five percent (5%) of the total point score earned by the responsive and responsible proposer with highest combined score, if the highest scored proposal is submitted by a proposer that is not certified as a California small business (including microbusinesses) in a relevant business type. The "service" category or business type will most likely apply to this procurement.
- b. To be certified as a "small business" (including a microbusinesses) and eligible for a bidding preference the business concern must:
 - 1) Have requested the status of small business and/or microbusiness and become certified by the appropriate office of the Department of General Services (DGS) [formerly referred to as Office of Small Business Certification and Resources] as a small business no later than 5:00 p.m. on the proposal submission deadline.
 - 2) Not be dominant in its field of operations,
 - 3) Be independently owned and operated,
 - 4) Have its principal office located in California,
 - 5) Have its owners (or officers in the case of a corporation) domiciled in California,
 - 6) Together with its affiliates be either:

- a) A non-manufacturer with 100 or fewer employees and average annual gross receipts of ten million dollars or less over the previous three years, or
- b) A manufacturer with 100 or fewer employees.
- c. Firms desiring small business and/or microbusiness certification must obtain a Small Business Certification Application (STD 813) from the appropriate office of the Department of General Services [formerly Office of Small Business Certification and Resources (OSBCR)], fully complete the form, and return it to the Department of General Services as instructed. Bidding firms desiring small business certification assistance, may contact the Department of General Services by the following means:
 - 1) (916) 322-5060 (24 hour recording and mail requests), or
 - 2) (916) 375-4940 or (800) 559-5529 (live operator), or
 - 3) Internet address: <http://www.pd.dgs.ca.gov/smbus> or
 - 4) Fax: (916) 375-4950, or
 - 5) Email: osbcrhelp@dgs.ca.gov

2. Target Area Contract Preference Act (TACPA) and Enterprise Zone Act

- a. Government Code (GC) section 4530 (TACPA) and GC section 7070 (EZA) provide that California based companies shall be granted a 5% preference, not to exceed a maximum of \$50,000, whenever a state agency prepares a solicitation for services in excess of \$100,000. The preference(s) shall apply if the worksite is not fixed by the government agency and the company can demonstrate and certify, under the penalty of perjury, that at least 90 percent of the total labor hours required to perform the services contract shall be performed at an identified worksite located in a distressed area (TACPA) or enterprise zone (EZA).
- b. Additional work force preferences ranging from 1% to 4% can be earned by eligible proposers that agree to hire 5% to 20% of persons with a high risk of unemployment or those living in a targeted employment area or that are enterprise zone eligible to perform a specified percentage of the contract work.
- c. Proposers seeking TACPA and/or EZA preference must submit a completed STD 830 - Target Area Contract Preference Act Request (**Attachment 9**) or a STD 831 - Enterprise Zone Act (EZA) Preference Request (**Attachment 10**) with their proposal. The preference request form must include the following:
 - 1) All appropriate certifications. (TACPA and EZA)
 - 2) The proposing firm's name and the name of all suppliers and subcontractors that will work with the proposer to fulfill the terms of the contract along with the addresses of each of the worksite(s) and estimated labor hours. (TACPA and EZA)
 - 3) County census tract number and block group number. (TACPA)
 - 4) Enterprise zone name(s). (EZA)
 - 5) Proposer's original signature. (TACPA and EZA)
- d. TACPA and/or EZA preference cannot be claimed or granted if:
 - 1) The lowest proposed cost does not equal or exceed \$100,000 for the entire term, **or**
 - 2) The work site or any part thereof is fixed or preset by the State, **or**
 - 3) The services involve construction or a public works project **or**
- e. A proposer who has claimed a TACPA and/or EZA preference and is awarded the contract will be obligated to perform in accordance with the preference(s) requested,

provided the preference was granted in obtaining the contract. Firms receiving preference must:

- 1) Report their labor hours to the State and
 - 2) Reference the state contract on which the award is based for the specific reporting requirements.
- f. Proposers wishing to learn more about TACPA and/or EZA requirements, designated work site(s) or enterprise zones in California should contact the appropriate office of the Department of General Services (formerly known as OSBCR) at (916) 375-4940. DGS will attempt to determine TACPA and/or EZA eligibility within two working days.

3. Combined preferences

The maximum preference or cost reduction that any proposer may be granted for small business, TACPA and EZA preference combined is 15% or \$100,000, whichever is less.

Any firm that claims and is granted EZA and/or TACPA preference cannot displace an award to a certified small business (including microbusiness).

P. Contract Terms and Conditions

The winning Proposer must enter a written contract that may contain portions of the Proposer's proposal (i.e., Budget Detail Work Sheets, Work Plan), Scope of Work, standard contract provisions, the contract form, and the exhibits identified below. Other exhibits, not identified herein, may also appear in the resulting contract.

The exhibits identified in this section contain contract terms that require strict adherence to various laws and contracting policies. A Proposer's unwillingness or inability to agree to the proposed terms and conditions shown below or contained in any exhibit identified in this RFP may cause CRWQCB, Lahontan Region to deem a Proposer non-responsible and ineligible for an award. CRWQCB, Lahontan Region reserves the right to use the latest version of any form or exhibit listed below in the resulting agreement if a newer version is available.

The exhibits identified below illustrate many of the terms and conditions that may appear in the final agreement between CRWQCB, Lahontan Region and the winning Proposer. Other terms and conditions, not specified in the exhibits identified below, may also appear in the resulting agreement. Some terms and conditions are conditional and may only appear in an agreement if certain conditions exist (i.e., contract total exceeds a certain amount, federal funding is used, etc.).

In general, CRWQCB, Lahontan Region will not accept alterations to the General Terms and Conditions (GTC), CRWQCB, Lahontan Region Special Terms and Conditions, the Scope of Work, other exhibit terms/conditions, or alternate language that is proposed or submitted by a prospective contractor. CRWQCB, Lahontan Region may consider a proposal containing such provisions "a counter proposal" and CRWQCB, Lahontan Region may reject such a proposal as nonresponsive.

1. Sample contract forms / exhibits

Exhibit Label	Exhibit Name
a. Exhibit A1	Standard Agreement (1 page)

Exhibit Label	Exhibit Name
b. Exhibit A	Scope of Work (11 pages)
c. Exhibit B	Budget Detail and Payment Provisions (4 pages)
d. Exhibit C - View on-line.	General Terms and Conditions (GTC 304). View or download this exhibit at this Internet site http://www.ols.dgs.ca.gov/Standard+Language/default.htm .
e. Exhibit D	Special Terms and Conditions (3 pages)

2. Unanticipated tasks

In the event unanticipated or additional work must be performed that is not identified in this RFP, but in CRWQCB, Lahontan's opinion is necessary to successfully accomplish the scope of work, CRWQCB, Lahontan Region will initiate a contract amendment to add that work. All terms and conditions appearing in the final contract including the salary/wage rates, unit rates and/or other expenses appearing on the Proposer's Budget Detail Work Sheets will apply to any additional work.

3. Resolution of language conflicts (RFP vs. final agreement)

If an inconsistency or conflict arises between the terms and conditions appearing in the final agreement and the proposed terms and conditions appearing in this RFP, any inconsistency or conflict will be resolved by giving precedence to the final agreement.

Q. Glossary of Acronyms and Key Terms

Note: there are many technical phrases associated with the TMDL and its associated science, management and policy. This is not intended to be a comprehensive glossary.

BMPs	Best Management Practices. Methods or measures that have been determined to be the most effective and practical means to reduce or eliminate the discharge of pollutants, typically from nonpoint sources and storm water runoff.
CRWQCB	California Regional Water Quality Control Board
DVBE	Disabled Veterans Business Enterprise
EIP	Environmental Improvement Program. An implementation strategy of the TRPA Regional Plan and capital improvement program for Lake Tahoe Basin to achieve regulatory goals by identifying physical, scientific, and regulatory program improvement needs and mobilizing the resources to achieve them.
EMS	Environmental Management System
EPA	Environmental Protection Agency

EZA	Enterprise Zone Act
FTE	Full Time Equivalent (unit of work, representing one person working full time for one year).
GFE	Good Faith Effort (to meet DVBE requirements)
GIS	Geographic Information System. Computerized mapping program to present, manipulate, and analyze spatial information.
IWQMS	Integrated Water Quality Management Strategy
Intervening Zone:	Area that discharges surface runoff directly into Lake Tahoe, rather than through a tributary stream or river.
IRS	Internal Revenue Service
Load Allocation:	The portion of the TMDL allocated to existing or future nonpoint sources and natural background.
LRM	Load Reduction Matrix
LSPC	Load Simulation Program in C++, the water quality simulation model being used to develop the Lake Tahoe Basin Watershed Model.
MFLR	Maximum Feasible Load Reduction
NPDES	National Pollutant Discharge Elimination System. Clean Water Act program, implemented by means of permits, to control point source discharges, including municipal and industrial storm water runoff.
Nonpoint Source	Diffuse pollutant sources that do not have a single point of origin and do not enter a water body from a discrete manmade conveyance. Pollutants are generally carried off the land by stormwater and cannot be regulated by a National Pollutant Discharge Elimination System (NPDES) permit.
PAC	Project Advisory Committee
Pathway 2007	Collaborative planning process to update and integrate environmental plans and regulations and achieve program consistency in Lake Tahoe Basin, see http://www.pathway2007.org/
Point Source	Any discernable, confined and discrete manmade conveyance from which pollutants may be discharged, including a pipe, ditch, channel, tunnel, conduit, etc. A discharging point source must have a National Pollutant Discharge Elimination System (NPDES) permit.
PCC	Public Contract Code
RFP	Request for Proposal
SCG	Source Category Group
SCIC	Source Category Integration Committee

SNPLMA	Southern Nevada Public Lands Management Act, which was amended in 2003 to authorize \$30 million per year for ten years to the USFS Lake Tahoe Basin Management Unit for planning and implementation of EIP programs and projects.
SOW	Scope of Work
SWRCB	State Water Resources Control Board
TACPA	Target Area Contract Preference Act
TDSS	Tahoe Decision Support System
TIIMS	Tahoe Integrated Information Management System, a web-based clearinghouse (at http://www.tiims.org/) of Lake Tahoe Basin water quality and related information.
TMDL	Total Maximum Daily Load. The assimilative capacity of a water body to accept pollutant loads without violating its water quality standards. TMDLs provide a basis to establish water quality-based controls including wasteload and load allocations, which require pollutant sources to be reduced as necessary to achieve water quality standards.
TRPA	Tahoe Regional Planning Agency.
USACE	U.S. Army Corps of Engineers
WDRs	Waste Discharge Requirements. State of California mechanism to control non-NPDES discharges and any other pollutant source that may impact water quality including (as relevant to activities in Lake Tahoe Basin) timber harvest practices, grazing activities, recreational activities, etc.

Wasteload Allocation: The portion of the TMDL allocated to existing or future point sources.

Water Quality Standard: Consists of a beneficial use (e.g, in the case of Lake Tahoe clarity, non-contact recreation or aesthetic enjoyment) and a numeric or narrative criterion for a pollutant or combination of pollutants that protects the beneficial use (for Lake Tahoe clarity, an annual average Secchi disk depth of 29.7 meters). Water quality standards also include a general non-degradation requirement that protects waters that are of higher quality than their standards from being degraded.

WQT Water quality trading